Using EndNote’s Cite While You Write
Notes on Copying and Pasting text, Merging documents, Issues with Track Changes

Copying and Pasting Text within Documents
EndNote citations and bibliographies have a lot of hidden code that tells Word how to format them.

When you cut and paste text containing EndNote citations then this code can become corrupted.

If you are going to cut and paste text containing EndNote citations it is recommended to unformat the citations first:

- In the EndNote Word toolbar click on ‘Convert citations and bibliography’.
- Choose ‘Convert to Unformatted Citations’.
- Your citations will then look something like this: {Agaba, 2018 #13807}
- Your bibliography will disappear.
- Cut and paste any text you need to move around within the document.
- Then click ‘Update citations and bibliography’ to reformat your citations and create your bibliography.

Issue with Track Changes
There is a known issue with using the Track Changes option in Word at the same time as using the EndNote toolbar.

If you are using Track Changes then to avoid problems it is simplest to:

- Turn Track Changes off.
- Use the EndNote toolbar for inserting citations, creating bibliography etc.
- Turn Track Changes on.
- Repeat when you need to use the EndNote toolbar.

If you are confident using Track Changes, Endnote say that as long as you are not viewing Track Changes you should be able to continue to use Cite While You Write (so Track Changes can be on, just not visible). If you would like to try this approach, you would do the following:

- To turn off the viewing of tracked changes, go to the ‘Review’ tab in Word, and to the right of ‘Track Changes’ you will see a drop down menu. In the menu, change this to an option called ‘Final’ or ‘No Markup’ (depending on your version of Word, you will only have one of these available on this menu).
- Once this is set to "Final" or "No Markup" you can use Cite While You Write as normal.

Joining Word Documents to Create a Single Long Document
If you have several Word documents that you plan to join together into one long Word document and have used EndNote citations in them you will find you have bibliographies in each of the separate Word documents.

Before putting all the files together in one long Word document it is recommended to:

- Make sure that you have used the same EndNote library to insert citations into all the separate documents.
- Make a back-up copy of all your separate documents before merging into one long document.
- In each of the documents go to the EndNote Word toolbar, click on ‘Convert citations and bibliography’.
- Choose ‘Convert to unformatted citations’.
- Your citations will then look something like this: {Agaba, 2018 #13807}
- Your bibliography in each document will disappear.
- Add all your separate files into your new long document.
- Click on ‘Update citations and bibliography’.
- Your citations will be formatted in whatever EndNote style you have chosen.
- A new bibliography will be created at the end of your new long document.
Getting Help
Further guides and help are available at http://libguides.stir.ac.uk/endnote or contact library@stir.ac.uk