

1 Working With Other Word-Processors

EndNote is widely used with a *Cite While You Write* add-in for *Microsoft Word*. Although it does not have add-ins or equivalent for all other word-processors, it is still a useful tool for other users¹. This discussion refers to users of *Windows* or *Mac OS*; *Linux* users consider using *Latex* and *Bibtex*.

EndNote's library (both local on the desktop and online) for collecting and managing references is of course useful for researchers and authors regardless of their word-processor.

2 Inserting Citations in a Document

If a document is being created using some other word-processor, such as *WordPerfect* or *WordPad*, there will of course be no *EndNote* toolbar or menu. However you can still cite works from an *EndNote* library.

One method for citing a reference is using Copy and Paste (choose **Paste Unformatted** or some similar command, which may be available under **Paste Special**, typically on the **Edit** menu). This places a temporary citation in curly brackets into the text.

Alternatively, simply type the temporary citation within curly brackets in a sentence or footnote, in this form: {**Edwards, 1997 #215**}

In this case, "**Edwards**" is the surname of the first author, "**1997**" is the Year and "**215**" is the record number of the required citation in your *EndNote* library (if known, otherwise omit the record number and *EndNote* will try to match in your library). It is important to get the punctuation exactly right as shown.

In this way, all the required citations can be included in the text. At this stage, there is no bibliography.

A copy of the document must be saved in RTF form. Most word-processors include this file type among the **Save As** options (ask your local IT support person if you are not sure about this).

3 Formatting the Citations

Once the document is close to being finished, and all the citations have been inserted, the output style is applied. Note that this is basically a once-only process, unlike the interactive relationship between *Word* and *EndNote*.




EndNote now scans through the document, finding citations in {curly brackets}. It inspects each citation and matches it from the open library. If it finds an ambiguity, it offers a shortlist of possible matches for you to resolve.

¹ Extensions are also available for use with *OpenOffice/LibreOffice Writer*: search for an article giving details in the ITLP Portfolio

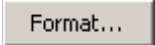


Each temporary citation is replaced by a formatted citation, using information from the library and the output style specified. A bibliography is built, and appended to the document. The citations and bibliography are inserted as plain text, not as “live links” to the library, so once created they will not update.

4 Two Versions of the Document

A new document now appears, with the citations formatted and with a bibliography at the end. You should save this document with a new filename, and keep it as well as the original version with the temporary citations, in case further editing is needed. Note that these citations cannot be unformatted or re-formatted, so if you need to apply a different style or update the bibliography you must work from the original document again, and create a fresh formatted version.

Using other word-processors with <i>EndNote</i>	
<ul style="list-style-type: none"> • <i>EndNote is useful when working with other word-processors</i> • <i>The add-in and Ribbon tab do not appear</i> • <i>A paper can be written using another word-processor, with unformatted citations</i> • <i>EndNote can format the document, inserting citations and bibliography as static text</i> 	
Task 1 Open the library Paleo.enl	Step 1 Start <i>EndNote</i> if necessary
	Step 2 Select File Open Open Library, and navigate to the drive where your work is saved
	Step 3 Select and open the library Paleo.enl
Task 2 Open Paleo.rtf using <i>WordPad</i> (Windows) or <i>TextEdit</i> (Mac)	Step 1  Start <i>WordPad</i> , an example of a word-processor which does not have an <i>EndNote</i> add-in You will usually find <i>WordPad</i> among the Accessories, from the Start menu   Start <i>TextEdit</i> , an example of a word-processor which does not have an <i>EndNote</i> add-in You will usually find <i>TextEdit</i> among the Applications, using <i>Finder</i>

	<p>Step 2</p> <p>Use File Open to open the document <code>Paleo.rtf</code></p> <p>Suppose this document has been created using some other software, without the benefit of <i>Word's</i> add-in</p>
<p>Task 3</p> <p>Notice that the text includes a number of unformatted citations in curly brackets</p>	
<p>Task 4</p> <p>At the end of the first paragraph, use copy & paste to insert a temporary citation to Hill, 2005</p>	<p>Step 1</p> <p>In <i>EndNote</i>, click (once) on the reference Hill, 2005</p>
	<p>Step 2</p> <p>Copy the reference</p>
	<p>Step 3</p> <p>In the word-processor document, place the insertion point after <code>eastern Asia</code> at the end of the first paragraph, and type a space</p>
	<p>Step 4</p> <p>Choose Edit Paste Special Paste unformatted or Edit Paste and match style</p> <p>A temporary citation is placed in the document</p>
<p>Task 5</p> <p>At the end of the second paragraph, insert a temporary citation to Wrona, 2004 by typing</p>	<p>Step 1</p> <p>In the word-processor document, place the insertion point after <code>wing-like arm</code> at the end of the document, and type a space</p>
	<p>Step 2</p> <p>Type the temporary citation like this:</p> <p><code>{wrona, 2004}</code></p> <p>It is not necessary to give the record number if you do not know it</p>
<p>Task 6</p> <p>Save the document with a new filename <code>PaleoExtra</code>, ensuring that the file format is Rich Text Format RTF</p> <p>Close the document</p>	

<p>Task 7 Use <i>EndNote</i> to format the rtf paper with the Annotated style</p> <p>Name it PaleoExtra Formatted.rtf</p>	<p>Step 1 In <i>EndNote</i>, choose Tools Format Paper Format Paper and specify PaleoExtra.rtf</p> <p>Step 2 A list of matched citations is displayed</p> <p>If any citations could not be matched with the open library, you would be asked to resolve them now</p> <p>Step 3 Set the output style Annotated (or another that you prefer)</p> <p>Step 4 Click </p> <p>Step 5 In the next dialog, <i>EndNote</i> asks how the formatted version of the document should be saved</p> <p>Give a new filename PaleoExtra formatted.rtf for the new document and save it in your usual location</p> <p>Step 6 Now close the scanning dialog, using  or </p>
<p>Task 8 Examine the formatted paper in <i>WordPad</i> or <i>TextEdit</i></p>	<p>Step 1 Open the new document using <i>WordPad</i> or <i>TextEdit</i></p> <p>Examine the citations and the bibliography which have been inserted: they are static text, not dynamic fields</p>
<p>Task 9 Close all documents and all software</p>	