Access to EndNote desktop, basic EndNote Online account & EndNote's Cite While You Write (CWYW)
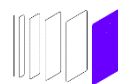
See also University of Edinburgh's Library guide: Referencing and Reference Management

EndNote reference management software is used to save and organise information about what you have read, or want to read, and associated files.

EndNote's Cite While You Write (CWYW) add-on for Microsoft Word generates in-text citations and reference lists in a variety of bibliographic styles. CWYW is available for EndNote desktop and the basic web-based EndNote account.

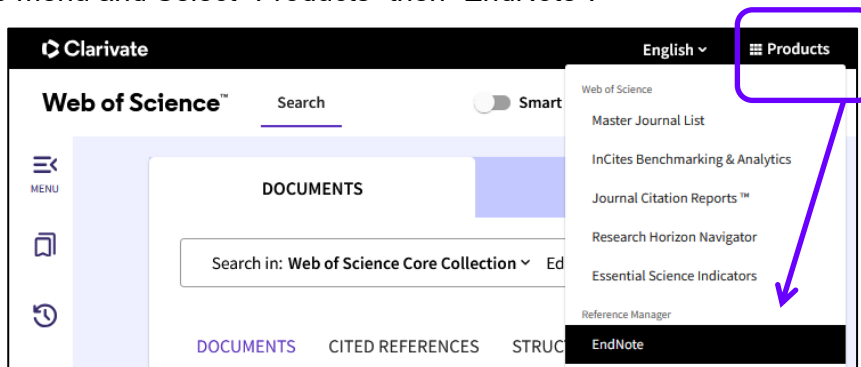**EndNote desktop has the full suite of features and functions.**

- **EndNote desktop on-campus** is available on machines in the University's open access computing labs where the CWYW plug-in for Microsoft Word is also installed.

- **EndNote desktop for personal devices** can be downloaded for free by staff and students of participating Colleges and Schools. CWYW comes with this download.

  Download Endnote desktop for use on personal devices (University of Edinburgh staff and students)

Free* **"basic" web-based version of EndNote**, or "EndNote online (Classic)", may be useful when any University of Edinburgh licensed desktop download stops working/upgrading or if the desktop account is temporarily unavailable to you.
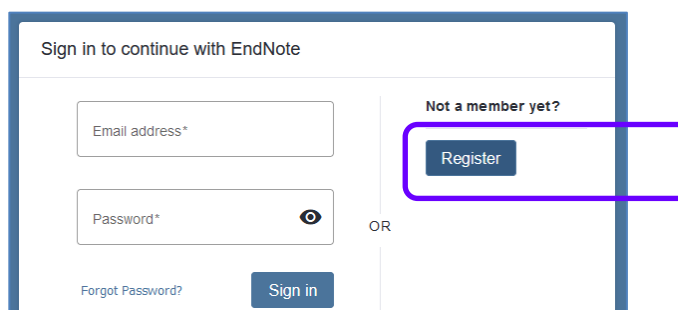
1) Register for an EndNote basic web-based account via Web of Science [University login required]

   Go to the top menu and Select "Products" then "EndNote".

2) Register for an EndNote basic web-based account directly on its website

From both routes, choose "Register"

Once registered for a basic web-based EndNote account, get into it either via Web of Science or directly: www.myendnoteweb.com

- Registering, or accessing, an EndNote basic web-based account via an institutional subscription to Web of Science, provides more bibliographic output styles and also more storage space for file attachments.

* N.B. The basic EndNote Online account ["EndNote online (Classic)"] is free as of May 2025. This situation may change.

With EndNote desktop comes a subscription/payment-related EndNote Online account:

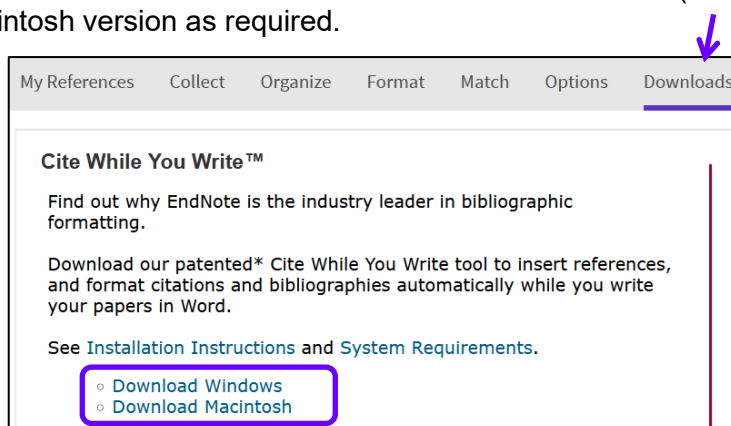[EndNote: Why and How to Activate your EndNote 21 Account](#)

- Although their interfaces differ, a basic and a desktop subscription-based EndNote Online account, registered with the same login details, have the same content. Changes in one are visible in the other.

EndNote Cite While You Write tool for Microsoft Word

EndNote's Cite While You Write (CWYW) tool for Microsoft Word automatically generates in-text citations and reference lists in a variety of bibliographic styles.

CWYW for Word installed on a device (desktop, laptop) accesses records in EndNote desktop libraries and EndNote Online. Find it
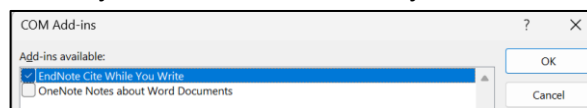
- Already activated on the computers in the University's open access computer labs.
- Accompanying EndNote desktop downloaded via the University's subscription.
- From the Downloads section in the free version of EndNote Online ("basic", "classic"). Choose the Windows or Macintosh version as required.

Before downloading (even afterwards) check CWYW is not already activated in Word on your device by going to:

> **Word's File menu then > Options > Add-ins.**
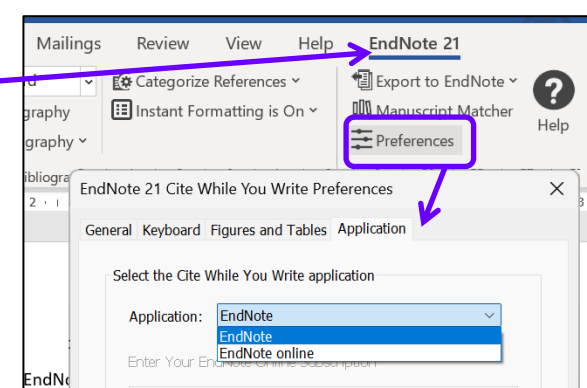> "Go…" to Manage COMMS Add-ins as necessary.

In Word installed on a device, choose whether you want CWYW to read records in your EndNote desktop libraries or in your EndNote Online account:

Go to Preferences and the Application tab.

Choose EndNote to use EndNote desktop libraries.

Choose EndNote online to use records stored in your EndNote Online account.

Using CWYW with Word in Office Online

- Accesses EndNote Online records only.
- Requires EndNote desktop.

[University of Edinburgh staff and students can install and activate up to 5 copies of Microsoft Office software on personal computers or mobile devices](#)