



EndNote online - registration via Web of Science & EndNote Cite While You Write (in Word)

EndNote is reference management software which can be used to save and organise information about what you have read, or want to read, and associated files. There is a web-based version, EndNote online, and a version for the desktop. The latter has more features and functions.

EndNote's Cite While You Write (CWYW) add-on for Microsoft Word is available for both EndNote online and for the desktop version. CWYW automatically generates in-text citations and reference lists.



EndNote desktop is available on the University's open access computing labs and can be downloaded for free onto your own device.

[Endnote desktop Personal Copies for Staff and Students](#)

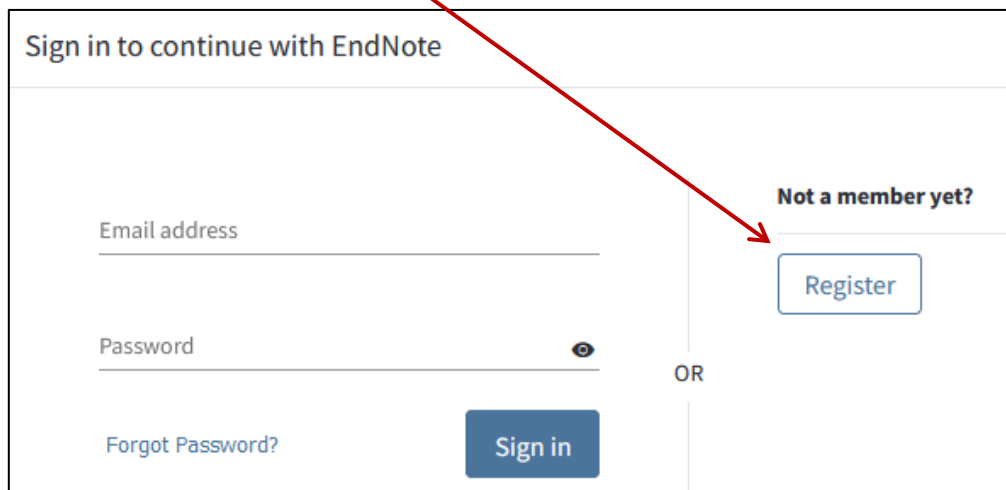
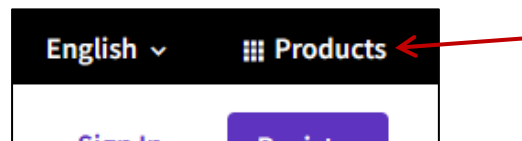
EndNote online is free but registering through Web of Science provides more bibliographic output styles for when writing up, more import filters & connection files and also more storage space for file attachments.

If you already have a personal account on Web of Science, the same username/password [which is not your University Login/EASE] works for EndNote online.

To set up your EndNote online account, go to Web of Science, logging in with your University login if prompted:

[Web of Science \(on and off campus\)](#)

1. Go to Products and select EndNote from its menu.
2. Go to Register.



3. Provide the details requested, especially follow the Password Guidelines provided.
4. Follow the link in the confirmation email to activate your account.
5. Your username and password for EndNote online are the email address you entered and the password you created.

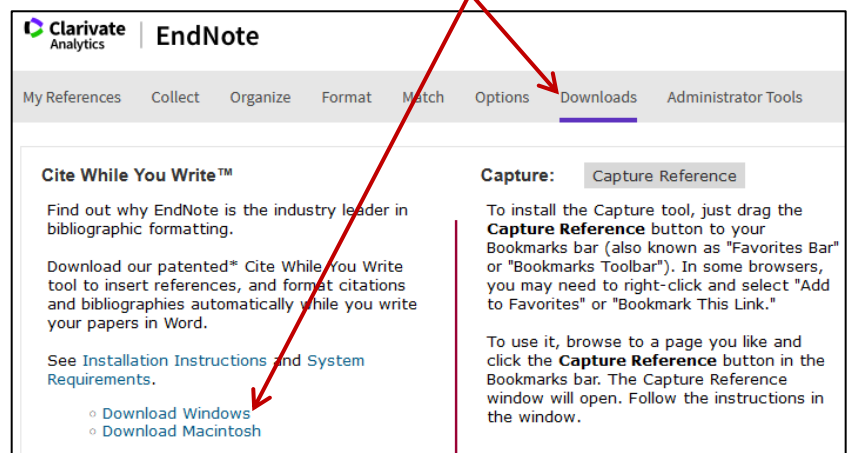
This username and password also provide access to Web of Science's personalisation features which include saving search histories, creating search alerts and saving custom search settings.

[Now you can go directly to EndNote online to login](#)

EndNote Online – Cite While You Write (in Word)

Use EndNote within Word to have in-text citations and reference lists created automatically using EndNote's *Cite While You Write* (CWYW) software.

- CWYW does not work with cloud based Word which includes Word on OneDrive. However, you can [download Microsoft Office onto five of your own personal devices for free](#)
- EndNote desktop and the CWYW menu on Word are already available on machines in the University's open access computing labs.
- CWYW is included in EndNote desktop download for personal devices available for free to staff and students:
[Endnote desktop Personal Copies for Staff and Students](#)
- For those only using EndNote online, Cite While you Write is available for Windows and Macs in its Downloads section.



In Word

Use the EndNote ribbon menu, egs:

- Search EndNote from Insert Citation.
- Choose the required citation Style.

Check "instant Formatting is On".

The tab in the screenshot above is set to use EndNote desktop.

- To have Word search EndNote online, go to Preferences and in Application choose EndNote online from the drop down menu.

Other reference management tools are available and there is guidance to help in choosing

[Bibliographic management comparison table \(pdf\)](#)

[Self-paced, self-enrol Learn course, Choosing a Reference Manager with PDF guide](#)

Help and guidance on EndNote and referencing in general from the Library's Referencing guide.

[Referencing and Reference Management library subject guide](#)