

Bibliographic Software:

EndNote & Long Word Documents

Copying and Pasting 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 we recommend unformatting 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: {Aaltonen, 2011 #156}
- 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 we recommend:

- 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.

Creating Long Word Documents

If you have several Word documents that you plan to put 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 we recommend:

- 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: {Aaltonen, 2011 #156}
- 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.

Further Help

If you require further help with bibliographic software then please contact **librarians@le.ac.uk**

University Library website for EndNote:

<http://www2.le.ac.uk/library/help/bibliographies/endnote>