

CWYW INSTRUCTIONS FOR WORD USERS OF ENDNOTE

Optics Laboratory – Georgia Institute of Technology

Authors: Sushant Guha

Original Date: 8th November 2023

Revised Date: 20th November 2023

Preface

First follow the steps in the 'Customizing EndNote for IEEE Style: Instructions for Word and Latex users' document to setup EndNote appropriately.

Overview

The default EndNote IEEE output does not contain the required reference types for the IEEE standard. Furthermore, the format of the output styles does not match the IEEE standard. Provided below are the steps to modify both these facets. The purpose of this document is to provide an exact list of steps to perform to achieve the Word CWYW setup that we found to be optimal. Note that EndNote CWYW can also be used with other word processors including Microsoft Excel, Google Docs, and LibreOffice Writer, however the following instructions are specific to Microsoft Word. Refer to Appendix-B for further instructions on other word processors.

EndNote Addon Installation

First ensure that the EndNote addon has been installed for Microsoft Word. If you have installed EndNote 21 on your system, the Microsoft Word addon is installed by default. To confirm your installation, search for the 'EndNote 21' ribbon header that appears at the ribbon of your Word document. A picture of the same is provided below:

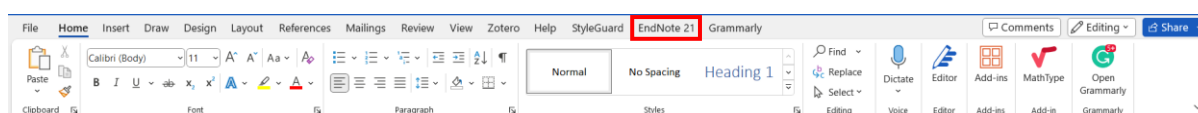


Figure 1: Word Panel with Endnote 21 ribbon header highlighted.

If you are using an older version of EndNote (20 or below) or Microsoft Word, please see [Appendix-A](#).

Inserting Citations with EndNote

To set your output style, follow the instructions below:

1. Ensure that EndNote is open on your computer.
2. Click on the 'EndNote' ribbon as shown in Figure-1 above.
3. Your ribbon should now appear as below:

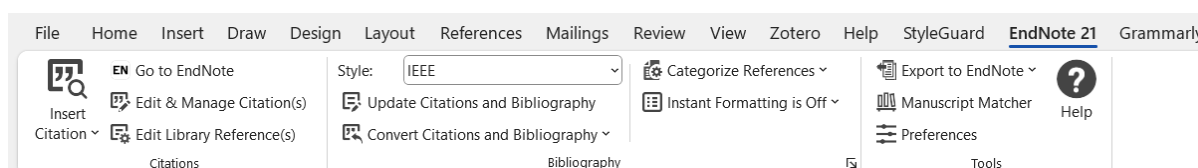


Figure 2: EndNote Ribbon.

4. Select the 'Style' dropdown and select 'IEEE_GT_OL'.

To cite your source, follow one of the 2 methods provided below:

1. Cite by search:
 - a. Move your cursor to the location in the document where you wish to cite your source.

- b. Click on the 'Insert Citation' button on the EndNote ribbon.
 - c. Search for the source you would like to cite using the search bar.
 - d. Double click on the source to cite it.
2. Cite by selected source:
 - a. Move your cursor to the location in the document where you wish to cite your source.
 - b. Navigate to EndNote and select the reference you would like to cite.
 - c. Navigate back to Word and ensure the EndNote ribbon is displayed (Refer to Figure 2).
 - d. Click the drop-down arrow next to the 'Insert Citation' button and select 'Insert Selected Citation(s)'.

Appendices

Appendix A: Older EndNote and Word Version Support

For older versions of Microsoft Word and Endnote, please follow the instructions provided here:

https://support.clarivate.com/Endnote/s/article/EndNote-X1X2X3X4X5X6X7X8X9-Windows-Install-Word-CWYW-Toolbar?language=en_US.

Appendix B: Google Docs Support

For Google Docs, a browser extension can be downloaded from the Google Marketplace. Follow the instructions provided in the following links to setup EndNote 21 CWYW for Google Docs:

1. https://support.clarivate.com/Endnote/s/article/Google-Docs-CWYW?language=en_US
2. <https://galter.northwestern.edu/galterguides?url=https%3A%2F%2Flibguides.galter.northwestern.edu%2Fendnote-mac-21%2Fgoogle-cwyw>