

Using EndNote Cite While You Write with OpenOffice.org Writer

Currently EndNote will only work with OpenOffice for Windows – it is not compatible with OpenOffice for Mac.

(Adapted from EndNote Help files)

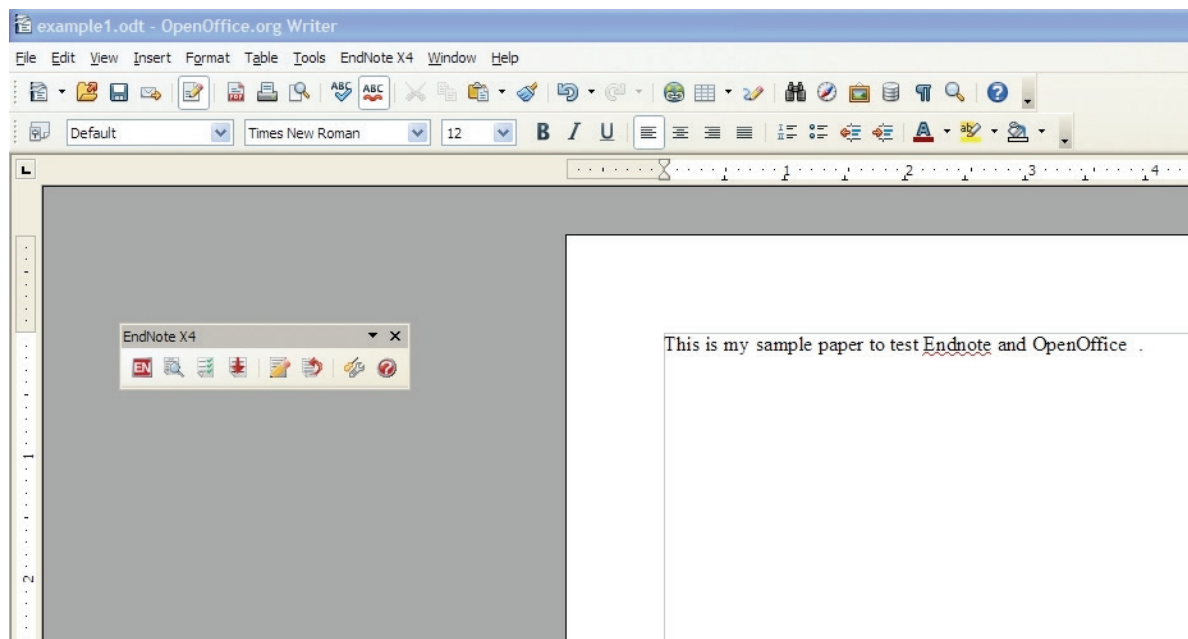
If you installed or upgraded your version of OpenOffice.org Writer after installing EndNote, or Cite While You Write commands do not appear in Word or Writer for some other reason, you should run the installation program again. Before you attempt to Repair or Modify your EndNote installation in order to use Cite While You Write, you must make sure that your word processor is not running. Close all OpenOffice.org applications make sure to also close the OpenOffice.org Quickstarter that may appear in your System Tray (right click on the icon and choose Exit Quickstarter).

Repair the Installation:

1. From the Windows Start menu, select Control Panel, then choose Add or Remove Programs.
2. In the list of installed programs, highlight EndNote X4 and click Change.
3. Select Repair and click Next. Your entire EndNote installation is checked and repaired as needed.

Modify the installation:

1. From the Windows Start menu, select Control Panel, then choose Add or Remove Programs.
2. In the list of installed programs, highlight EndNote and click Change.
3. Select Modify and click Next.
4. Make sure that the appropriate item is selected for your word processor: for OpenOffice.org Writer, select OpenOffice.org Extension for installation.
5. Click Next. When word processor support is correctly installed, you will see EndNote commands on an EndNote X4 menu in OpenOffice.org Writer and an EndNote toolbar.



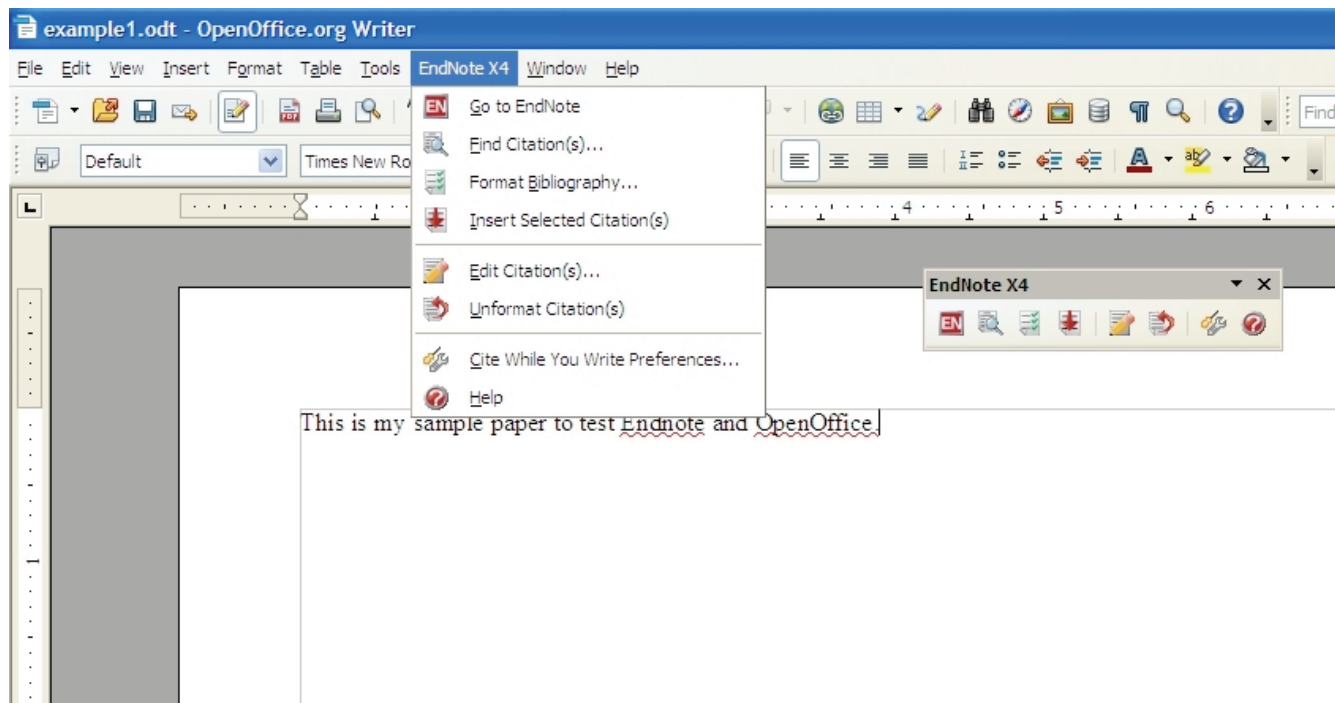
If the above steps do not cause the EndNote tools to appear, it is possible that the appropriate Cite While You Write files were installed for OpenOffice.org Writer, but the extension was not appropriately loaded into Writer.

Load the EndNote extension in OpenOffice.org Writer:

1. In OpenOffice.org Writer, go to the Tools menu and choose Extension Manager.
2. Click Add.
3. In the file dialog, navigate to the folder: Program Files\Common Files\ResearchSoft\CWYW\13 and select the file EndNote.oxt .
4. Click Open. The EndNote Cite While You Write extension will now appear in the list.
5. Click Close.
6. Exit OpenOffice.org Writer and then restart it to load the new EndNote Cite While You Write extension. EndNote commands should appear on an EndNote menu and in a floating toolbar.

Cite While You Write Commands (OpenOffice.org Writer)

When Cite While You Write is installed, several EndNote commands appear on an EndNote menu and on a toolbar in OpenOffice.org Writer. When you choose an EndNote command from the menu, the EndNote program starts (if not already running).



Find Citation(s): Search for EndNote references to select and insert as citations in your OpenOffice.org document. See Finding and Inserting Citations.

Go To EndNote: Bring EndNote to the front of your screen. This command launches EndNote if it is not already running.

Format Bibliography: Format (or reformat) your paper according to the rules of the selected style. The formatting process replaces the temporary citations in your paper with formatted citations, and builds a bibliography at the end of the document. See Formatting the Bibliography.

Insert Selected Citations: Insert a citation for each reference currently selected in the open EndNote library. You can insert any number of consecutive in-text citations; however, attempting to insert hundreds of EndNote references at one time may cause a system slowdown or freezing. See Inserting Selected Citations.

Edit Citations: Edit existing individual or multiple citations. You can omit author and/or year from citations, or add prefix or suffix text (such as page numbers) to citations. See Editing Citations.

Unformat Citation(s): Unformat a selected citation before editing it, or unformat the whole document. This removes style formatting for the selected citations, and leaves temporary citations which usually consist of the author's last name, the year, and the record number surrounded by delimiters. See Unformatting Citations.


Cite While You Write Preferences: Change general Cite While You Write preferences. See Setting Cite While You Write Preferences.

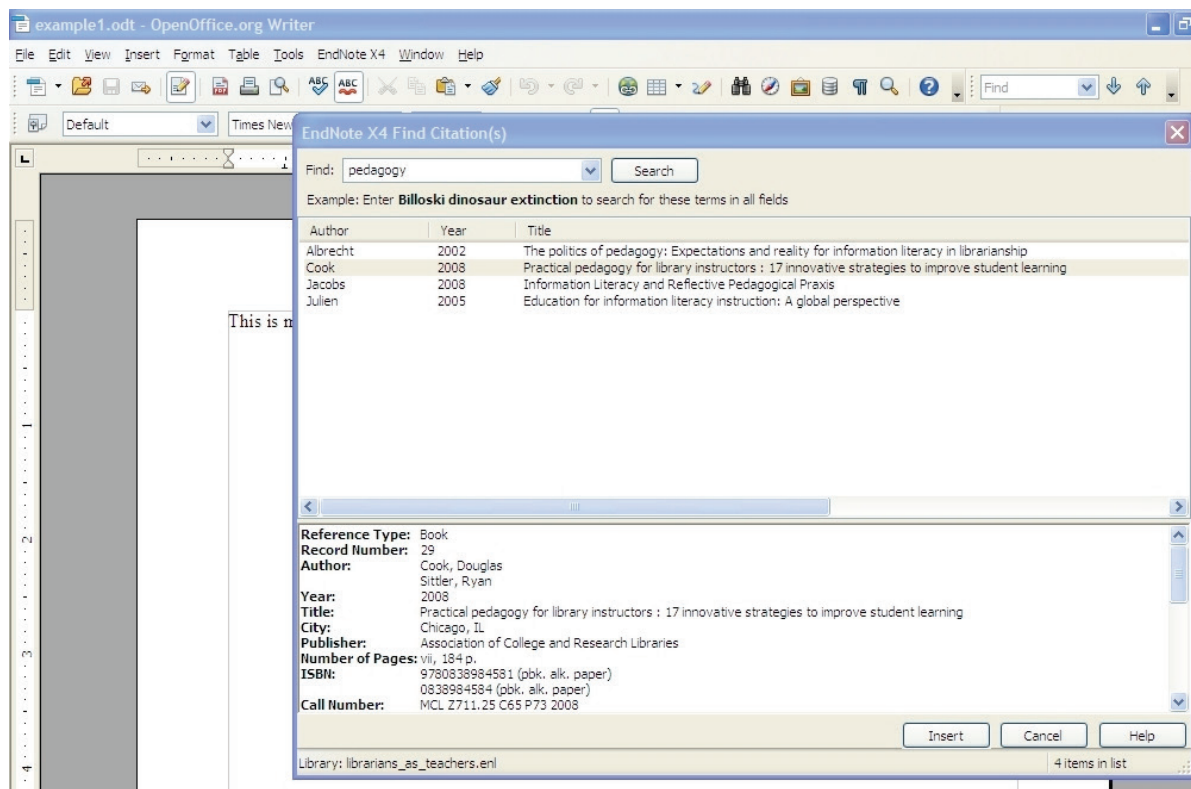
Help: Display help about Cite While You Write features.

You can also use the corresponding EndNote toolbar in OpenOffice.org Writer for easy access. Hold your mouse pointer over an icon to view a tooltip.

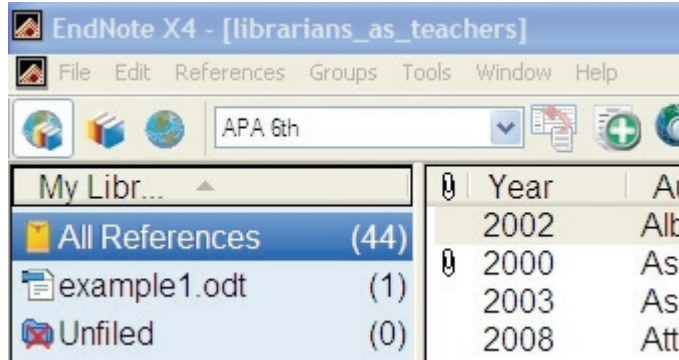
Note: Several Cite While You Write commands also appear on the Tools menu in EndNote. To use these commands from within EndNote, you must use at least one Cite While You Write command from within OpenOffice.org Writer during the current session.

Using Cite While You Write with OpenOffice Writer

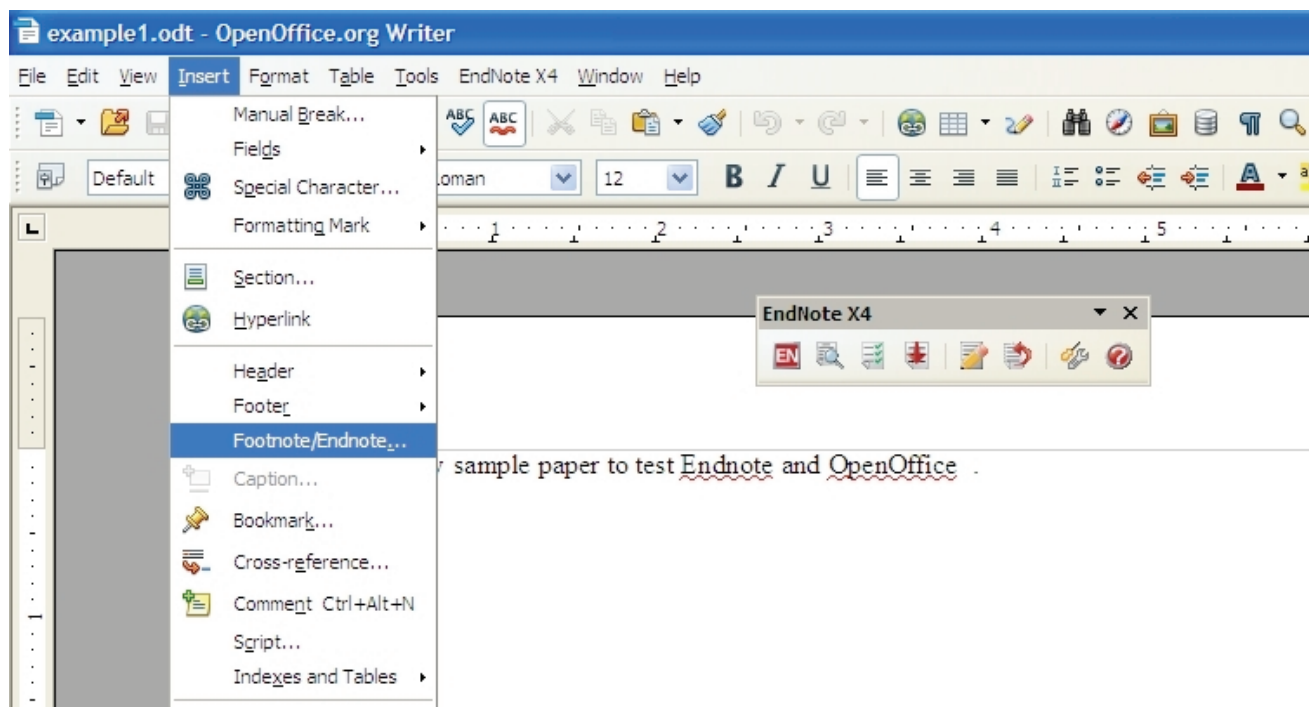
1. Open the EndNote library or libraries that contain the references you wish to cite.
2. Start OpenOffice.org Writer and open the paper you are writing. When you are ready to cite a source, position the cursor in the text where you would like to put the citation.
3. In OpenOffice.org Writer, go to the EndNote menu and select Find Citation(s) or use the  icon on the toolbar. An EndNote Find Citations dialog appears which shows the previous search results. Note: If this is the first time you have used the Find Citations dialog, it may be completely blank because there are no previous search results to display.



- In the Find box, enter identifying text for EndNote to locate the appropriate reference. This could be an author's last name, a year, a keyword, or any other combination of terms found in the reference. Click Search – EndNote compares the identifying text to your EndNote references and then lists the matching reference(s).
- Identify, highlight, and Insert the appropriate reference(s). The style used in the citation is determined by what you have chosen as your Output Style in EndNote.



If your citation style calls for a reference list one will be created and updated at the end of your document each time you insert a citation. If your citation style calls for footnotes or endnotes, you must first create the note using the Insert menu in OpenOffice.org Writer and choosing Footnote/Endnote.

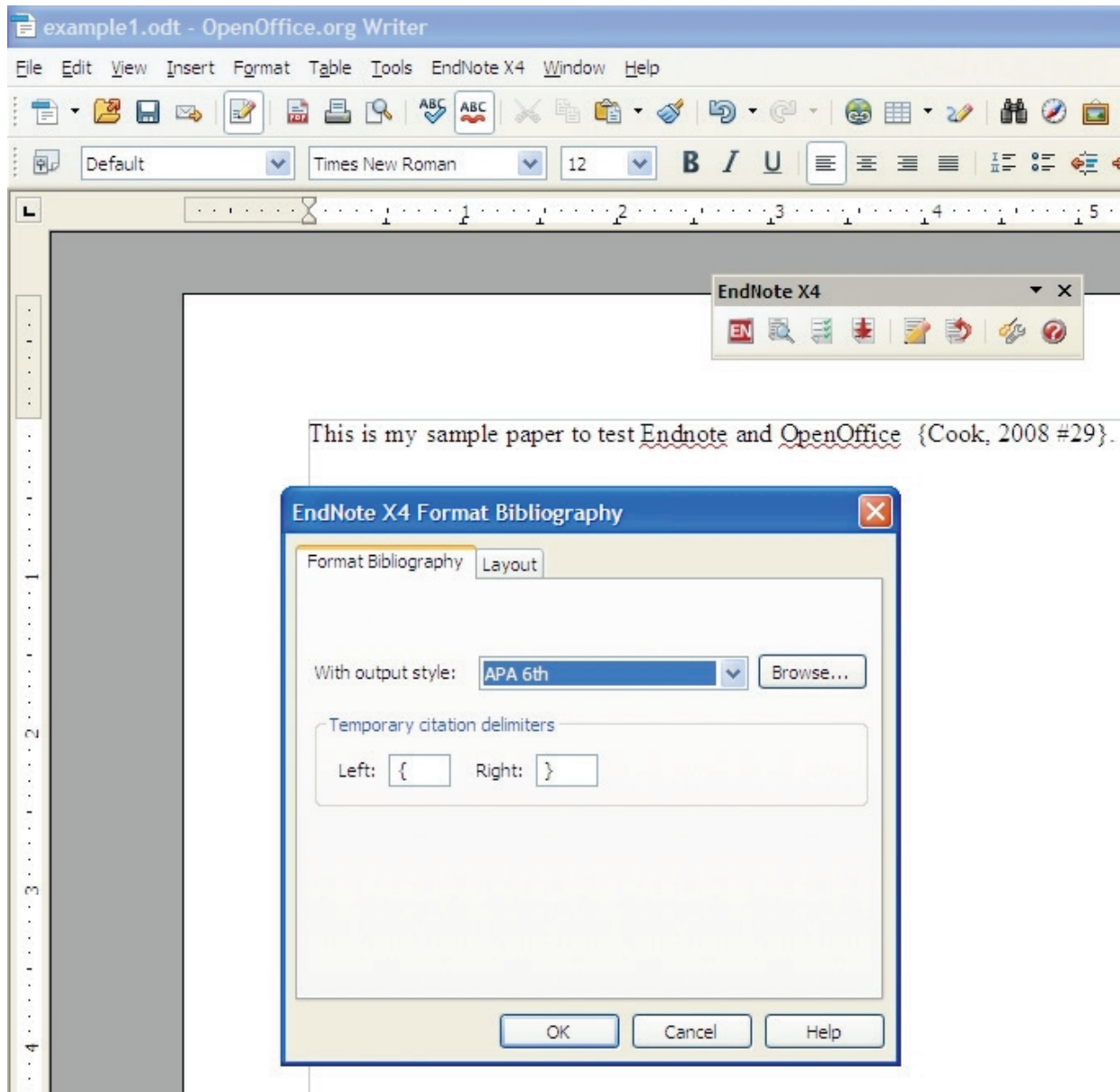


After inserting the note, you can insert the citation by following the steps above starting with #3.

If your citations are not automatically formatted (if they appear between {} brackets), and a bibliography is not updated each time you insert a citation:

- From the EndNote menu and select Format Bibliography or choose the  icon from the toolbar.

2. A Format Bibliography dialog box appears where you can change or simply verify the style and specify layout details (such as numbering and title) of the bibliography. You can use Format Bibliography at any time in order to change the style or layout of your citations and bibliography. Note: The dialog lists the styles that are currently selected as your "favorites" in the EndNote Style Manager. If you need to choose a style that is not in the list, click Browse to locate it.



3. Click OK. EndNote scans your paper and, using the selected style, formats any temporary citations, reformats formatted citations, and (if required by your chosen style) appends a bibliography to the end of your paper.