

Unformat Citations

When using large Word documents, consider dividing into smaller sections. Each section should be saved with unformatted citations:

{Author, Year, #RecNum}

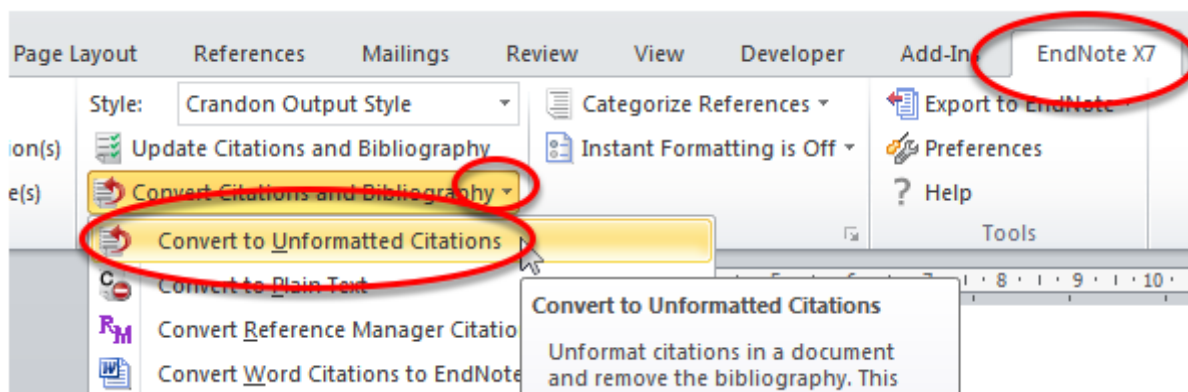
If you have a large document already: Back up the original under a new name and save somewhere safe: USB back-up drive etc., > unformat the citations

Word > EndNote Tab > Convert Citations and Bibliography > Convert to Unformatted Citations (ALT+4).

Copy each section into a new document, save and name appropriately:

Section_1

Section_2, etc.



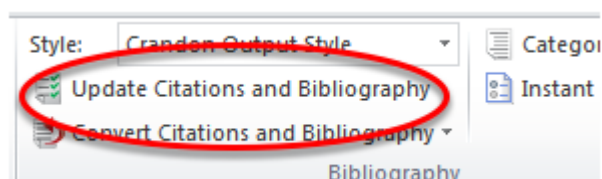
Check each section

After making the sections, check each for any errors by formatting the citations.

Fix any miss-matched citations and then unformat once again and save.

When ever we copy and paste sections of the document that includes formatted citations, we should unformat first. This helps to reduce any possible formatting errors.

Checking each section now will save time checking when combining each section into a single document. Normally near to the publishing date where time is short!



Combine the sections

The screen-shot below shows how the citations look when unformatted. The bibliography will not be generated in the unformatted state.

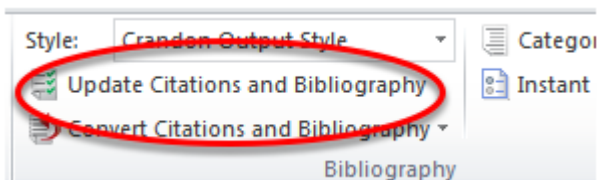
To combine, select all (Ctrl+A), the text from each section and paste into a new single document.

the Insert tab, the galleries include items that are c
r document {Allen, 2004 #80}. You can use these ga
er pages, and other document building blocks. Wh
r also coordinate with your current document look
cted text in the document {Beable, 2013 #2339} te
n the Quick Styles gallery on the Home tab. You ca
:rols on the Home tab. Most controls offer a choic
g a format that you specify directly. To change the
ne {Clayton, 2009 #2320} elements on the Page La
:k Style gallery, use the Change Current Quick Style

Format

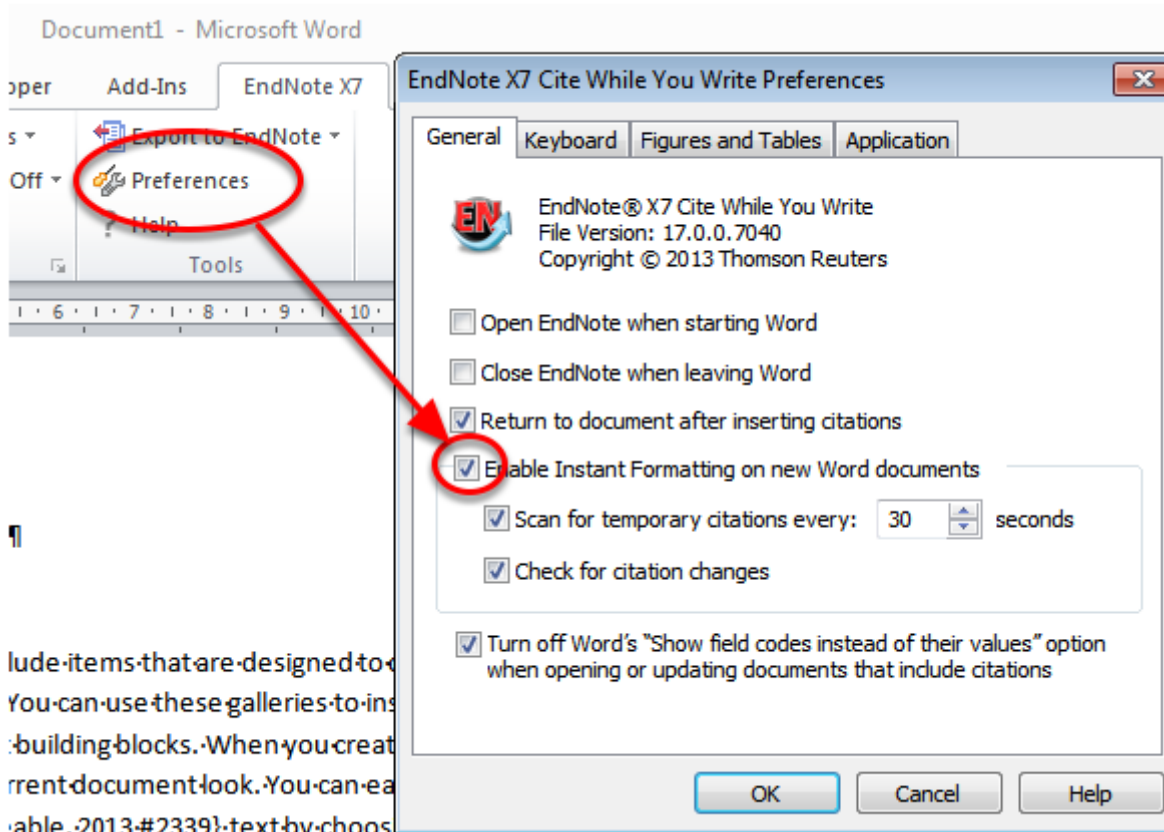
Once all sections are combined: Update Citatons and Bibliography.

This will then style all the in-text citations and create a bibliography at the end of the document.



Large Document

When working with a large document: Disable the instant formatting. If you wish to see the formatted result simply use the update citations and bibliography.



clude items that are designed to
You can use these galleries to ins
:building blocks. When you creat
rent document look. You can ea
:able, 2013-#2339}-text by choos

un-link in-text citations to references

You can also un-link citations to references, the options are located in the very small button in the EndNote Tab:

