Creating a list of references in Word
For Version X8

This guide will take you through how to create a numbered list of references in Word, without it being linked to any text (e.g. an article or chapter), and without using the Cite While You Write feature. It can be used to create a reading list, a list of publications to accompany a CV, or a revision list, for example.

Background information about EndNote is available on the Library website at: www.reading.ac.uk/library/endnote

SELECTING A STYLE

The first step is to find a suitable style for your list - the Numbered style is usually the best for this purpose.

1. Open your EndNote Library.
2. Select the Numbered style from the Style pick list on the toolbar.

SELECTING RECORDS AND COPYING THEM INTO WORD

There are several ways you can select the records you want in your list:

- To select all the references in the library or group you are viewing use Ctrl-A
- To select a block of references click on the first one and then hold down the Shift key on your keyboard as you click on the last one in the group
- To select multiple, individual records from your library hold down the Ctrl button on your keyboard as you click on the records.

Once you have selected the references:

1. Go to the Edit menu and select Copy Formatted.
2. Open Word and paste your records into a document.
You can now make any manual changes to the references and list format you wish. For instance, if you want space in between each entry on your list click on the Line and Paragraph Spacing option on the Word ribbon and select **Add Space After Paragraph**.

FURTHER INFORMATION AND HELP

- Consult the EndNote pages on the Library website at [https://www.reading.ac.uk/library/endnote](https://www.reading.ac.uk/library/endnote)
- Contact your Liaison Librarian – find yours at [https://www.reading.ac.uk/library/liaison](https://www.reading.ac.uk/library/liaison)
- Use the Help button within EndNote
- Visit the EndNote website at [www.endnote.com/support](http://www.endnote.com/support) for technical support, updates to filters and styles, FAQs and tip sheets