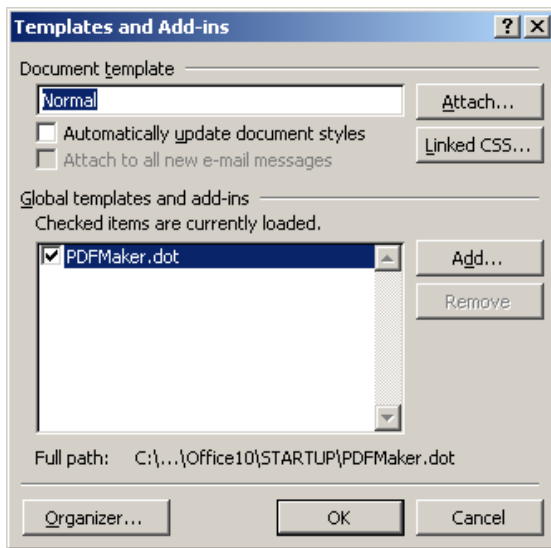


How to Add the EndNote submenu to Microsoft Word

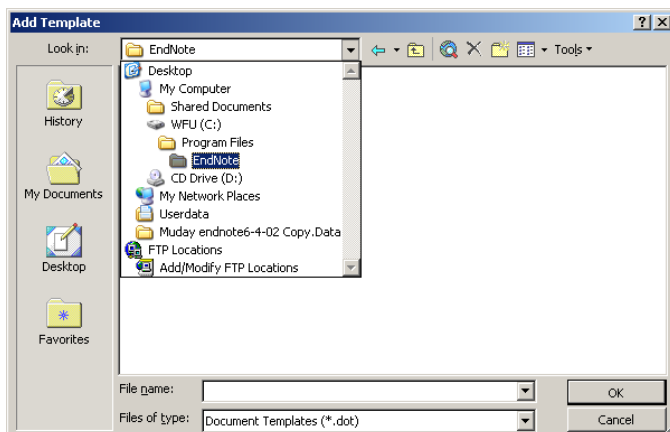
Jeff Muday, Department of Biology

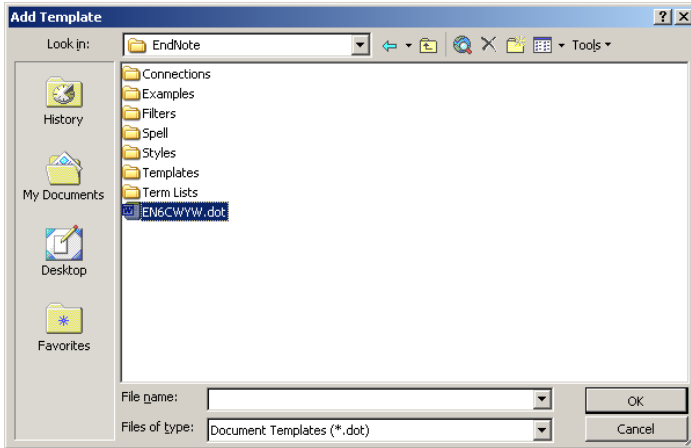
Microsoft Word has a highly useful “Tools” drop down menu. It is possible that after EndNote and Microsoft Office have been installed on your computer, the EndNote submenu is not available. To make this menu available, use the following steps:

1. Click “Tools” drop down menu
2. Click “Templates and Add-Ins...” selection

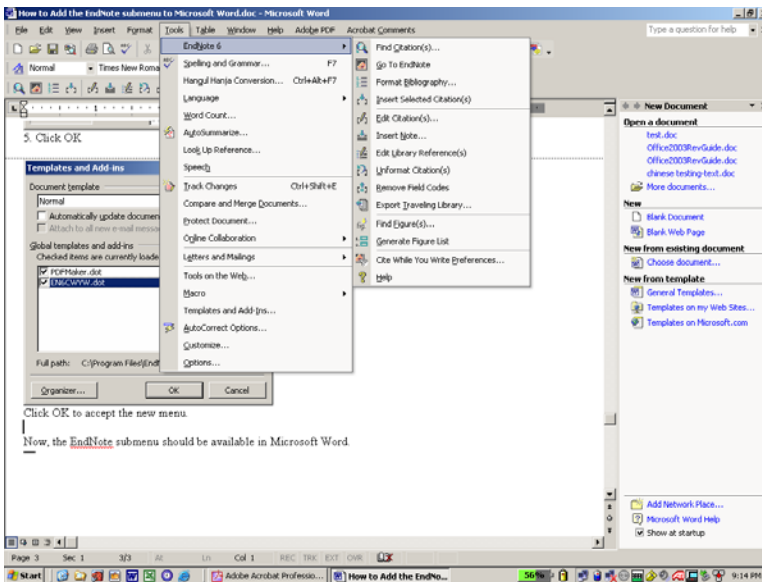
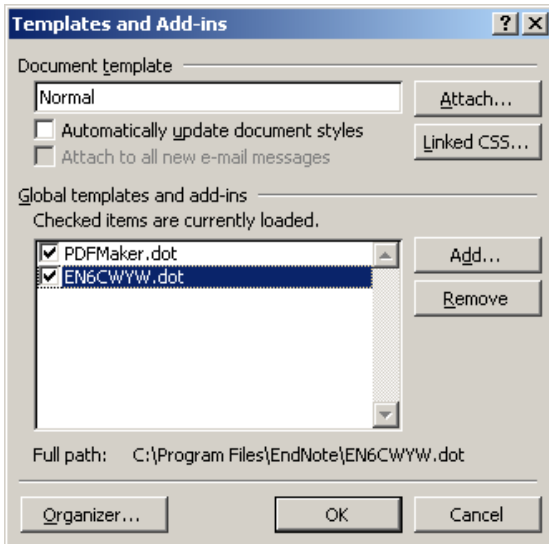


3. Click Add
4. Select the Endnote “EN6CWYW.dot” toolbar template.
(it is located in the C:\Program Files\EndNote directory)





5. After Selecting the “EN6CWYW.dot” Click OK



Finally, the EndNote submenu should be available in Microsoft Word.