Turning off Instant Formatting

If the constant updating is causing your system to hang, lock up, or is just too slow, you can turn it off. Below are instructions for EndNote X7 and X6, PC and Mac.

**EndNote X7 PC**

1. From the EndNote X7 ribbon, click the **Instant Formatting is On** option then, from the drop-down menu, click **Turn Instant Formatting Off**.

   ![EndNote X7 Ribbon with Instant Formatting Toggle Highlighted](image)

1. Continue to use EndNote as usual. Your citations will now appear with tags, as in the example below. EndNote will not build your bibliography while Instant Formatting is turned off.

   *Example: I need to cite this sentence {Brunner, 1994 #112}*

2. To add page numbers while Instant Formatting is turned off, place your cursor just to the left of the closing bracket and type the @ symbol followed by the pages you wish to cite.

   *Example: I need to cite this sentence {Brunner, 1994 #112@227-229}*

3. EndNote will add the bibliography and correctly re-format your in-text citations when you turn Instant Formatting back on. To turn it back on, simply repeat the process above, toggle to **Turn Instant Formatting On**. You can also update manually while Instant Formatting is turned off by clicking **Update Citations and Bibliography**. *Before doing either, though, be sure to save.*
1. From the EndNote toolbar, click the Bibliography drop-down menu and then select Turn Instant Formatting Off.

2. Continue to use EndNote as usual. Your citations will now appear with tags, as in the example below. EndNote will not build your bibliography while Instant Formatting is turned off.

   Example: I need to cite this sentence {Brunner, 1994 #112}.

3. To add page numbers while Instant Formatting is turned off, place your cursor just to the left of the closing bracket and type the @ symbol followed by the pages you wish to cite.

   Example: I need to cite this sentence {Brunner, 1994 #112@227-229}.

4. EndNote will add the bibliography and correctly re-format your in-text citations when you turn Instant Formatting back on. To turn it back on, simply repeat the process above, toggle to Turn Instant Formatting On. You can also update manually while Instant Formatting is turned off by clicking Update Citations and Bibliography (highlighted in green above). Before doing either, though, be sure to save.
EndNote X6 (PC and Mac)

1. In PC, click the small triangle/arrow at the bottom, right-hand corner of the Bibliography box in your EndNote tab (in Word). In Mac, click on CWYW Tools and select Bibliography Settings from the drop-down menu.

2. In the EndNote X6 Format Bibliography box, choose the Instant Formatting tab then click the box that reads Turn Off.

3. Click OK.

4. Continue to use EndNote as usual. Your citations will now appear with tags, as in the example below. EndNote will not build your bibliography while Instant Formatting is turned off.

   Example: I need to cite this sentence (Brunner, 1994 #112)

5. EndNote will add the bibliography and correctly re-format your in-text citations when you turn Instant Formatting back on. To turn it back on, simply repeat the process above, toggle to Turn On and click OK. Or click the Update Citations icon.