EndNote Cite While You Write and Microsoft Word 2016 for Mac: Compatibility and Recommendations

Cite While You Write is not currently compatible with Office 2016 on Macintosh.

We are actively developing a patch for EndNote X7 to fix this compatibility issue. We anticipate this free update to X7 to be ready by the Fall. We understand EndNote’s importance in completing your work and apologize for any inconvenience caused. To support Mac workflows as we develop the patch, we have the following recommendations to help Microsoft Office 365 users continue to create formatted citations and bibliographies in Microsoft Word.

It is possible to have both Office 2011 and Office 2016 on the same computer. If you want or need to install Office 2016, the recommendations outlined below will enable your continued use of EndNote to create formatted citations and bibliographies in your Word documents.

Recommendations for Mac users with Microsoft Word 2016 or those considering upgrading to Microsoft Word 2016 for Mac

If you are using Office 2016 through an Office 365 Home Premium subscription

- Do not uninstall Office 2011 before installing Office 2016.
- After installing Office 2016 the Office 2011 icons will be removed from the Dock but the applications will still be available in the Applications/Office 2011 folder. You can drag these icons to the Dock if you want to easily access Office 2011 as well as Office 2016.
- You can insert temporary citations into an Office 2016 document from EndNote by highlighting the citations in EndNote and pressing Command-C to copy, then place your cursor in the Word 2016 document at the location you want to paste the citations and pressing Command-V to paste. You can also drag-and-drop the citations. When you are ready to format the citations, close the document in Office 2016 and open it in Office 2011, where the EndNote commands are available. You can then format the document as usual. The citations and bibliography should be converted to unformatted citations if the document will be edited again in Office 2016. Please note that Cite While You Write requires you to save Word documents on your computer. Working with documents stored only online is not supported.
- If you have uninstalled Office 2011 before installing Office 2016 and have a copy of your original Office 2011 installer, you can reinstall Office 2011 using that installer. You will need to run the Customizer (EndNote>Customizer) in EndNote to install CWYW for Office 2011 after reinstalling.
- If you have uninstalled Office 2011 before installing Office 2016 and do not have a copy of your original Office 2011 installer, you can redownload the installer.
  1. In your browser, log into your Microsoft account.
  2. Click on your name in the toolbar and select Account Settings.
  3. Click Services and Subscriptions.
4. Click Office 365 Settings.
5. Click the red Install button.
6. Click Install previous version next to the red Install button.
7. Pick your language option from the drop-down list and click the red Install button to download Office 2011 and install it.
8. You will need to run the Customizer (EndNote>Customizer) in EndNote to install CWYW for Office 2011 after reinstalling.

If you are using Office 2016 through an Office 365 Business edition subscription

- Do not uninstall Office 2011 before installing Office 2016.
- After installing Office 2016 the Office 2011 icons will be removed from the Dock but the applications will still be available in the Applications/Office 2011 folder. You can drag these icons to the Dock if you want to easily access Office 2011 as well as Office 2016.
- You can insert temporary citations into an Office 2016 document from EndNote by highlighting the citations in EndNote and pressing Command-C to copy, then place your cursor in the Word 2016 document at the location you want to paste the citations and pressing Command-V to paste. When you are ready to format the citations, close the document in Office 2016 and open it in Office 2011, where the EndNote commands are available. You can then format the document as usual. The citations and bibliography should be converted to unformatted citations if the document will be edited again in Office 2016. Please note that Cite While You Write requires you to save Word documents on your computer. Working with documents stored only online is not supported.
- If you have uninstalled Office 2011 before installing Office 2016 and have a copy of your original Office 2011 installer, you can reinstall Office 2011 using that installer. You will need to run the Customizer (EndNote>Customizer) in EndNote to install CWYW for Office 2011 after reinstalling.
- If you have uninstalled Office 2011 before installing Office 2016 and do not have a copy of your original Office 2011 installer, Microsoft does not currently provide a link in Office 365 to download a previous version of Office. It is still possible to insert EndNote temporary citations into a Word document, then save a copy of that document as a Rich Text Format (RTF) document, and use EndNote’s Tools>Format Paper command to create a second paper with formatted citations and bibliography. [Download Instructions]

If you have never installed Office 2016 and have an Office 365 Home Premium subscription

- To install Office 2011 as well as Office 2016, after installing Office 2016, follow the steps below.
  1. In your browser, log into your Microsoft account.
  2. Click on your name in the toolbar and select Account Settings.
  3. Click Services and Subscriptions.
  4. Click Office 365 Settings.
  5. Click the red Install button.
  6. Click Install previous version next to the red Install button.
  7. Pick your language option from the drop-down list and click the red Install button to download Office 2011 and install it.
8. You will need to run the Customizer (*EndNote* > *Customizer*) in EndNote to install CWYW for Office 2011 after reinstalling.

- You can insert temporary citations into an Office 2016 document from EndNote by highlighting the citations in EndNote and pressing Command-C to copy, then place your cursor in the Word 2016 document at the location you want to paste the citations and pressing Command-V to paste. You can also drag-and-drop the citations. When you are ready to format the citations, close the document in Office 2016 and open it in Office 2011, where the EndNote commands are available. You can then format the document as usual. The citations and bibliography should be converted to unformatted citations if the document will be edited again in Office 2016. *Please note that Cite While You Write requires you to save Word documents on your computer. Working with documents stored only online is not supported.*

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**If you have never installed Office 2011 and are installing Office 2016 through an Office 365 Business edition subscription**

- Microsoft does not currently provide a link in Office 365 to download a previous version of Office. It is still possible to insert EndNote temporary citations into a Word document, then save a copy of that document as a Rich Text Format (RTF) document, and use EndNote’s *Tools* > *Format Paper* command to create a second paper with formatted citations and bibliography. [Download Instructions]

- If you need a document formatted and no longer have access to Word 2011, our technical support experts may be able to format the document for you. Contact *EndNote technical support* and provide a copy of the document that requires formatting and we will review your request. Thank you for your patience and understanding as we develop the patch.