

## Recommendations for Office 365 users thinking of upgrading from Office 2011 to Office 2016.

At this time EndNote's Cite While You Write plug-in is not compatible with Office 2016 on Macintosh. We are planning a free update for EndNote X7 to address this issue, but do not yet have an estimated release date. If you want to install Office 2016, following these recommendations will allow you to continue using EndNote to create formatted citations and bibliographies in your Word documents.

It is possible to have both Office 2011 and Office 2016 on the same computer.

If you have a situation in which you need a document formatted and have lost access to Word 2011, please contact [EndNote technical support](#) and provide a copy of the document. Our technical support experts can format the document in Word 2011 and return it to you.

### 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.*

**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.](#)]