Installing Mendeley’s Cite Add-in to MS Word

The Mendeley Cite Add-in is for citing articles and creating a bibliography or reference list while you write your paper, essay, etc., when you are working in Word.

Do not download the Mendeley Cite program from the Mendeley Reference Manager program. Ignore instructions in tutorials, etc. telling you to do that.

Instead - go to Microsoft Word

Note: Depending on the date of your Word program and its format – desktop version (e.g., Word 2016) or the online version 365, there could be differences in the location of tabs, buttons, & processes in the Word that are described in this guide.

Note: the words, Reference and Citation are often use interchangeably as nouns and as verbs in many places.

Basic Instructions

1) In a Word document, on the top menu, click on A) Insert and then click on B) Get Add-ins.

2) The message “Office Store not available” will pop up. Ignore that too. Instead look to the top left corner of the pop up, and under Office Add-ins, change from STORES to ADMIN MANAGED

3) The AMIN MANAGED button brings up a page with 2 choices for Cite add-ins in the upper left hand corner.

3.1) Click on the red icon for Mendeley. 3.2) click the ADD button at the page’s bottom right hand corner.
4) Back up at the Menu bar, if the References button at A isn’t already engaged, click on it, and then to the far right, click the Mendeley Cite button at B.

5) The references you stored in the Mendeley program should then appear in the column next to the Word document. (In the image below, the Word doc is on the left and the Mendeley Cite is to the right.)

Instructions to insert references in Word using Mendeley Cite Add-on

1) If you don’t see a list of your references in the right column, then click on All References and select an option from the drop down menu.

2) Before clicking on a reference to insert it in your Word document, remember to click on the Citation Style button at the top (underlined in yellow – see above) to access the various styles.

2.1 If you don’t see the style you want to use, go to the bottom of the column to click on Select another style (See image on next page).
NOTE: Using the abbreviation for a style will not find it. The full words must be typed in: for instance, use *American Psychological Association* instead of APA or *Chicago Manual of Style* instead of MLA. Always use the latest edition.

3) After you have identified a style, click back on References at the top of the column to see them

![Mendeley Cite](image)

3) Back in the Word document:
   3.1) put the cursor where you want to insert the reference (or citation)
   3.2) return to the Mendeley side of the screen, click on the reference you would like to insert in Word, and at the bottom of the column, click the blue button *Insert 1 citation*. The reference should show up where you left your cursor in Word and in the citation (reference) style that you selected. (You can insert as many citations as you wish and they will all be placed together where the cursor is waiting.)

**Creating a Bibliography**

Create a bibliography in a Word document after writing it or while you write it. Over in the right Mendeley Cite column, at the top, click on ‘More’. See image on following page.
Then click on **Insert Bibliography**. All the references that you insert into a document should show up at the end of it, in the style you selected.

**NOTE:** Using software like Mendeley to create a bibliography does not always result in accurate references. Automated systems can make mistakes. You need to check each reference in your bibliography for accuracy. If you don’t know the rules, then use a reference guide. Ensure you are using the latest edition of a guide.