

1. Activate the Citavi 4 Add-In in Microsoft Word

After you start Microsoft Word, you may see a yellow bar with a security warning. This indicates that the Citavi 4 Add-In is disabled (other Add-Ins maybe too).

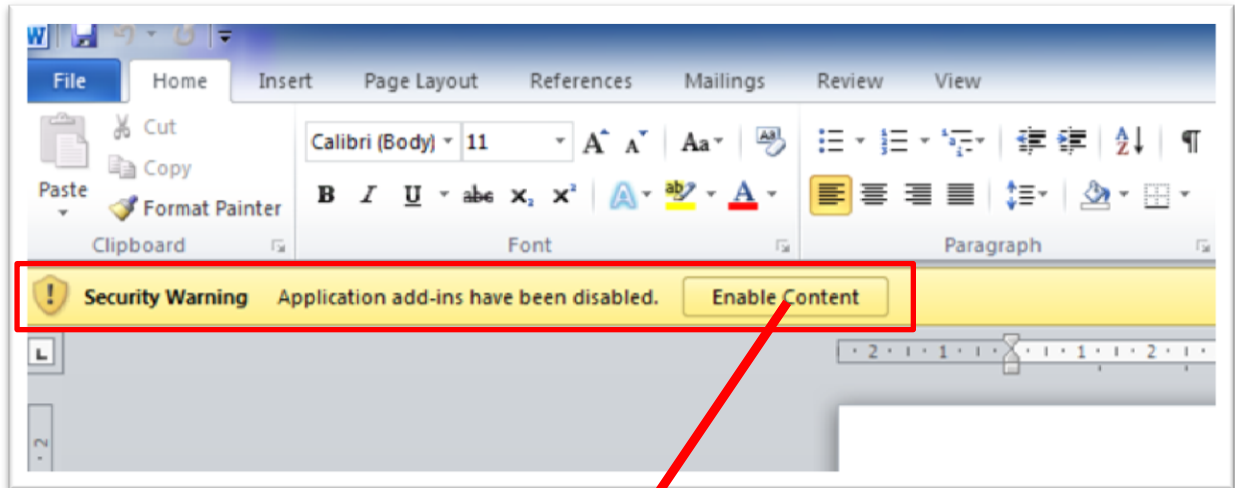


Figure 1: Security Warning

Please click on *Enable Content* and you will see the following picture.

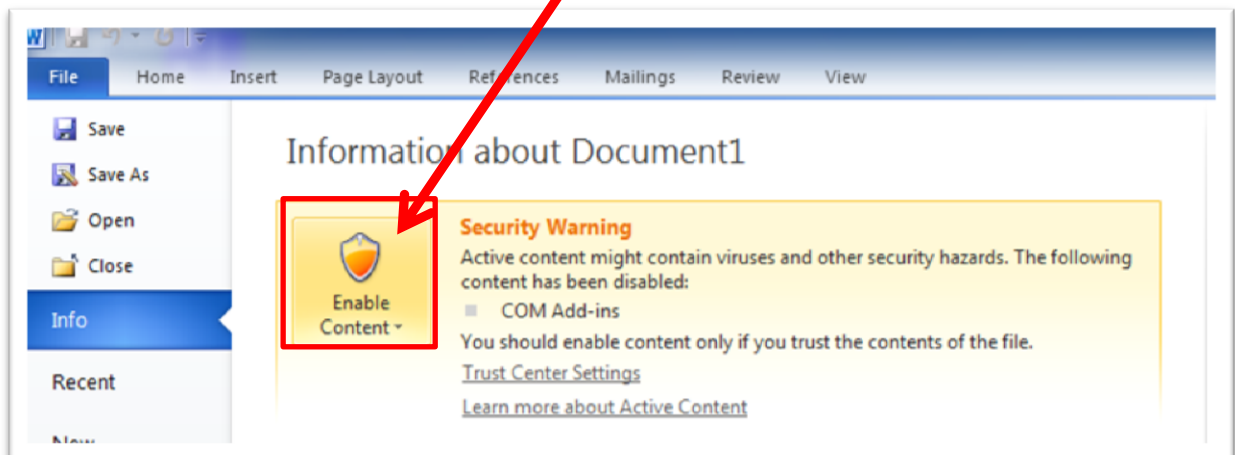


Figure 1: Enable Content

Please click on *Enable Content* to show the *Advanced Options*.

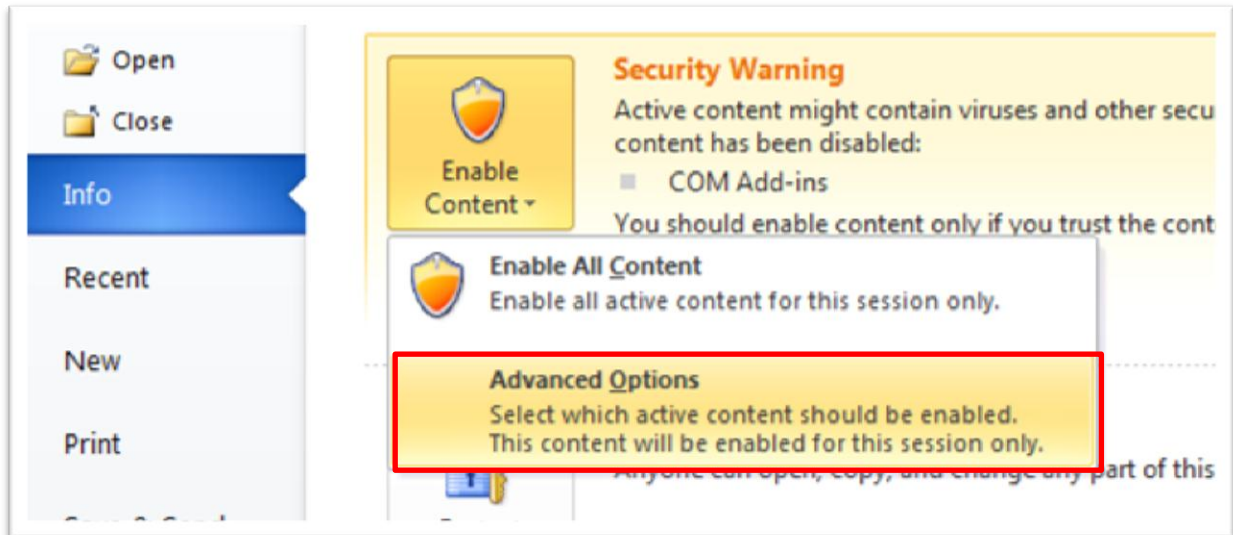


Figure 2: Advanced Options

Please select *Enable all code published by this publisher* to activate the Citavi 4 Add-In.



Abbildung 3: Enable all code published by this publisher

From now, the Citavi 4 Add-In will be load, each time you start Microsoft Word.

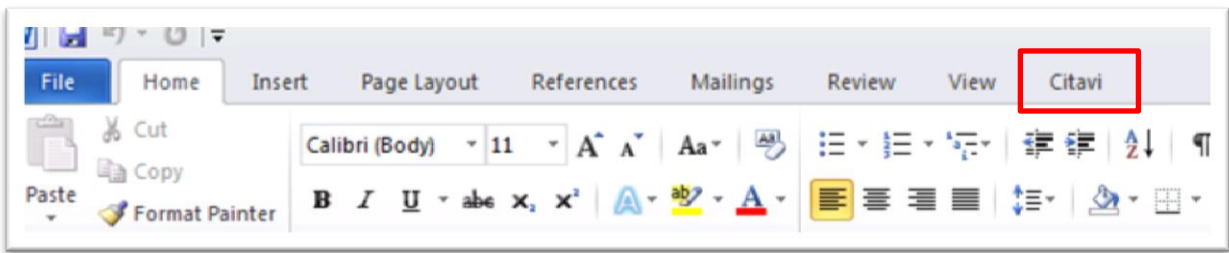


Figure 4: The Citavi 4 Add-In is loaded

2. Check if the Add-On is activated

Sometimes the Citavi 4 Add-On isn't activated, so you can't see the Citavi register in the menu pane. Please go to the *File* Menu and select *Options*.

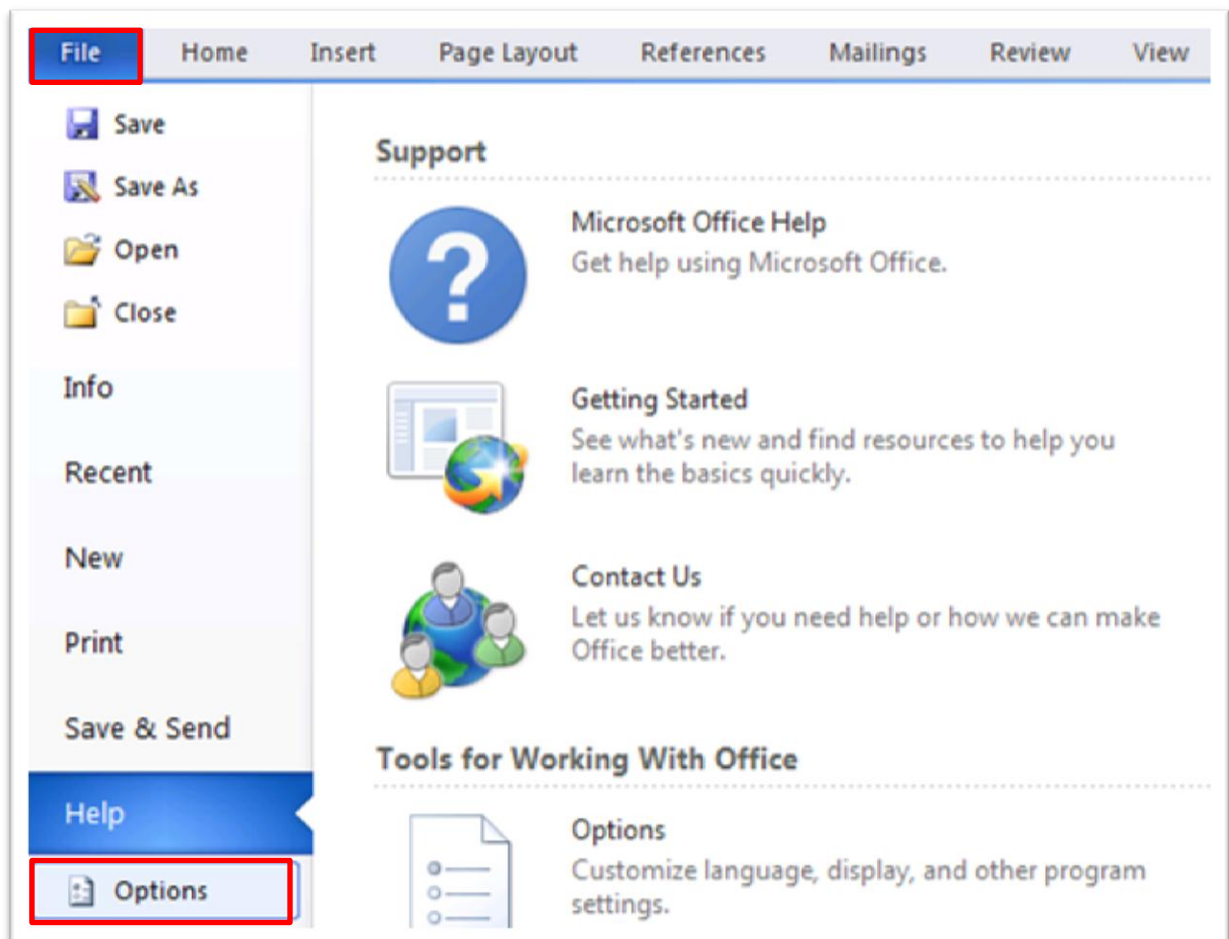


Figure 5: Options

Select *Add-Ins* on the left and check, if Citavi 4 is listed below *inactivated Applications Add-Ins*.

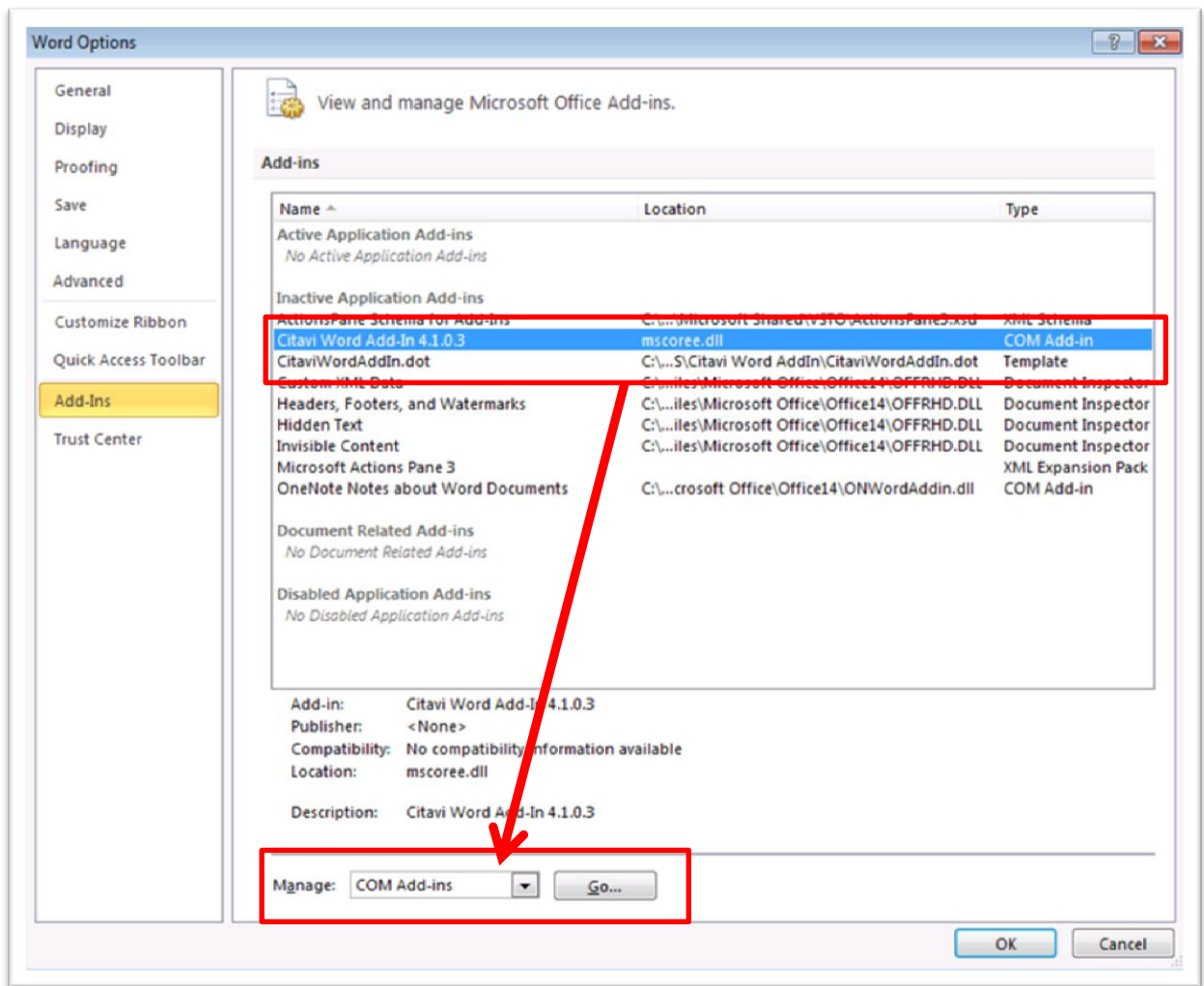


Figure 6: Add-Ins

If the Citavi 4 Add-In is listed as inactive, so select from the list *Com-Add-Ins* and click on *Go*
 Activate the Citavi 4 Add-In in the following dialog.

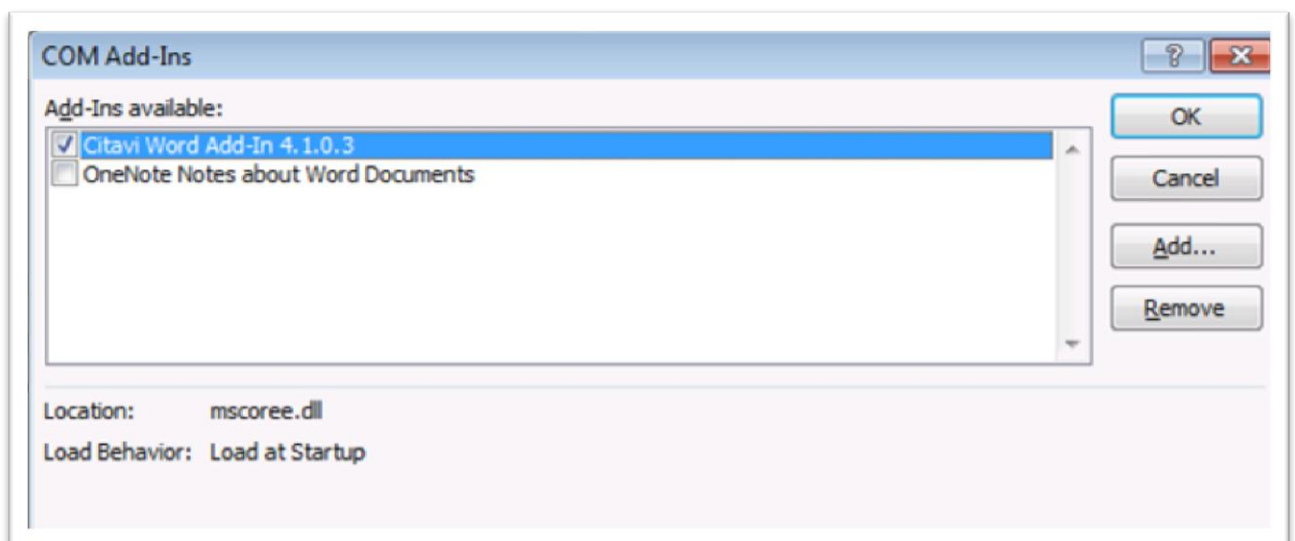


Figure 7: Com-Add-Ins