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.

N S → O →	Insert Page Layout References Mailings Review View
🛃 Save	Information about Document1
💕 Open 📺 Close	Security Warning Active content might contain viruses and other security hazards. The following content has been disabled:
Info	Enable COM Add-ins Content ~ You should enable content only if you trust the contents of the file.
Recent	Trust Center Settings Learn more about Active Content
Now	

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.

Security Alert - Add-ins	
Add-ins	
This application add-in has been disabled. Add-ins might contain viruses or other secur hazards.	rity
Warning: The digital signature is valid, but the signature is from a publish whom you have not yet chosen to trust.	er
More information	
Add-in: Citavi Word Add-In 4.1.0.3	
Signature	
Signed by: Microsoft Corporation	
Certificate expiration: 08.03.2011	
Certificate issued by: Microsoft Code Signing PCA	
Show Signature Details	
Help protect me from unknown content (recommended)	
Enable this add-in for this session only.	
Enable all code published by this publisher.	
Open the Trust Center OK Cance	!

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.

File	#) + (0 - Home	Insert	Page Layout	References	Mailings	Review	View	Citavi
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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.

COM Add-Ins		? ×
Add-Ins available: Citavi Word Add-In 4.1.0.3 OneNote Notes about Word Documents	^	OK Cancel
		<u>A</u> dd <u>R</u> emove
Location: mscoree.dll Load Behavior: Load at Startup		

