How to Use Bibliogo's Microsoft Word Add-In for Easy Citing and Writing | Reference Management

Bibliogo's Microsoft Word Add-In securely connects your Word documents to your Bibliogo libraries for effortless citing and writing.

Installing the Microsoft Add-In

1. Click on your username at the top of the Bibliogo screen.
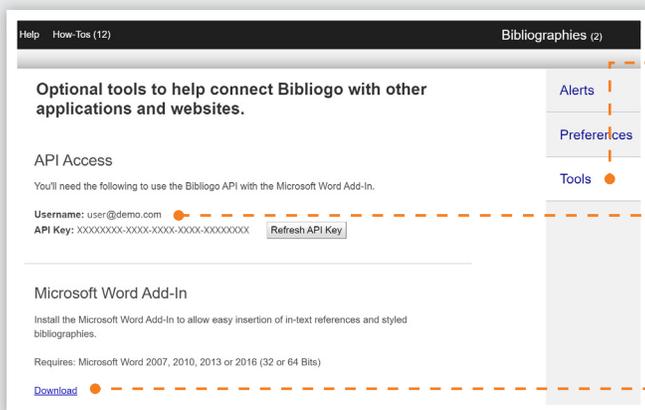
2. Select the Tools tab on the right-hand side of the screen.

3. Click on the Download link under Microsoft Word Add-In

4. Your username and API key will appear under API Access. If you are ready to begin using the tool, click on Retrieve/Refresh API Key.
You can also use a shortcut link to Tools:
www.bibliogo.com/#account:tools

Using the Microsoft Cite and Write Feature

Now that you've successfully installed the Microsoft Word Add-In, a Bibliogo tab will appear when you open Microsoft Word.
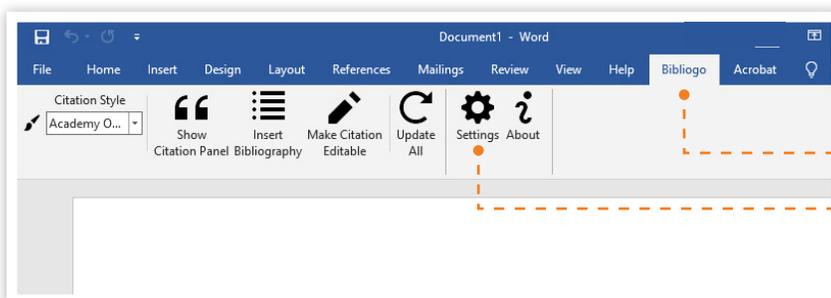
1. From within your Word document, click on the Bibliogo tab from the menu bar.

2. Select the Settings tab ⚙ on the right-hand side of the screen.
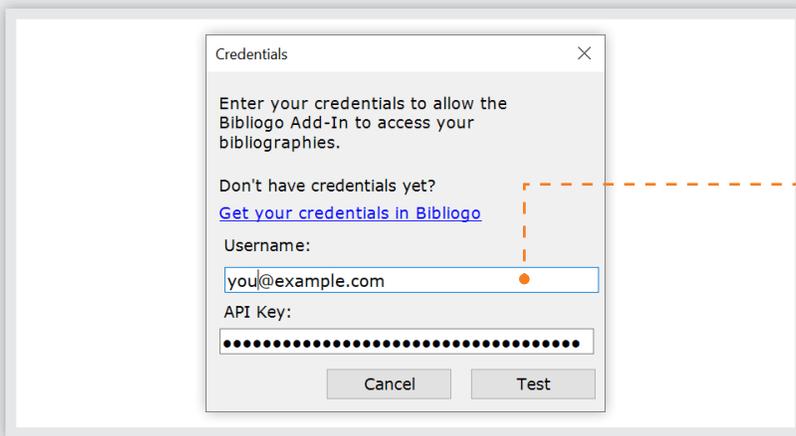
3. Enter your username and paste in your API key (which is retrievable from Bibliogo, as noted in Step #4 above).

4. Select **Show Citation Panel** 66 and your Bibliogo libraries will appear under Citations sidebar on the right of your screen.

5. As you write in Word, simply select the appropriate citations and click on **Insert Citation**.
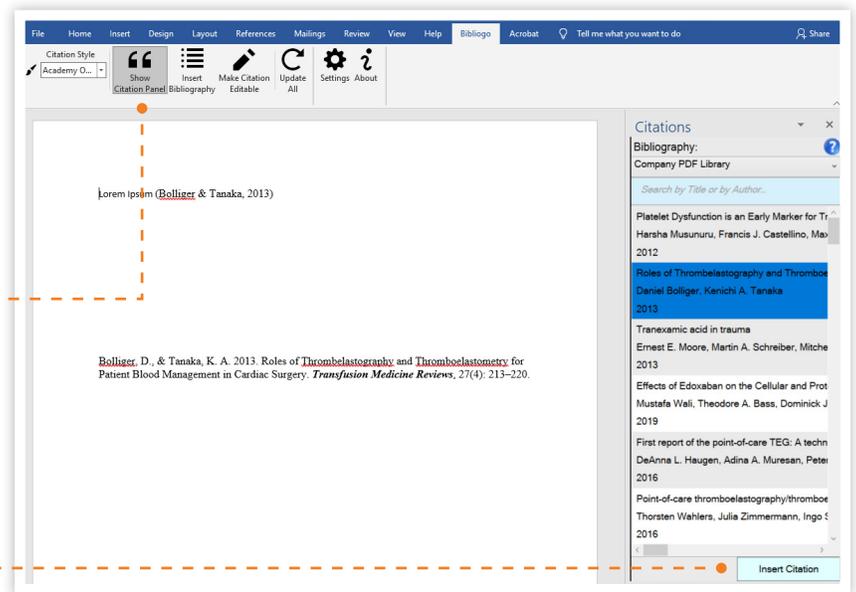
6. At the end of your paper, click on **Insert Bibliography** to see full citation details.

7. To change a citation format, select the **Citations Style** tab at the top of your screen, and select your choice from the drop-down list.

8. After making changes to in-text cites, you can update a bibliography you've previously inserted by clicking **Update All**.

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