When you use Cite While You Write (CWYW) in Word, the document is formatted with field codes that allow EndNote to format your in-text citations and create your reference list. The Convert to Plain Text command removes this EndNote formatting from your document so that it is no longer actively linked to your EndNote library. This step is necessary before submitting a copy of your work for marking or review or publishing.

To remove field codes:
1. Open your formatted document.
2. Go to the EndNote tab in Word and select Convert Citations and Bibliography to bring up the menu.
3. Select Convert to Plain Text. (In earlier versions, use the Remove Field Codes command.) A copy of the document, without field codes, appears in a new document window.
4. You will see a warning message, explaining that this will preserve your original document (with EndNote field codes) and create a new, unsaved document (without EndNote field codes). Click OK to continue.
5. Save this plain text document with a different name to distinguish it from the original document.

IMPORTANT: Convert to Plain Text cannot be undone, so it is important to keep the original document as well. If you need to make further changes, such as including or removing citations using EndNote, this is done in the original document.

Related query:
Why do I have 2 reference lists at the end of my document?
You are probably working in the plain text document instead of the original. If you add EndNote citations to the plain text document EndNote will start creating a new reference list at the end of it. It doesn’t recognise the existing list because it no longer has the field codes.

Open the original document and make your changes there instead.