Removing Field Codes using Convert to Plain Text

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 if you decide to make changes, such as including or removing citations using EndNote.

What happens if you use CWYW to include new citations in a document that has been converted to plain text (i.e. field codes have been removed)?

You will see that a new bibliography will be added at the end of the document. In other words, it will look like there are 2 reference lists in the same document.

If you want to make changes to the document, it is important to edit the original document (master copy) that contains the field codes. You can always create a new copy without the field codes (plain text) for submission.