

Remove the link between EndNote and Word

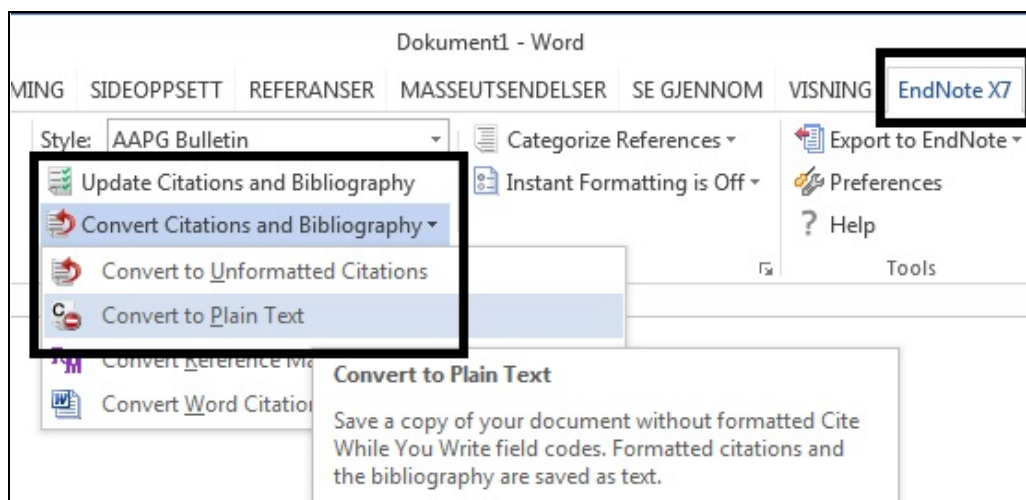
You should always do this before you submit your thesis or paper!

Use this function to save a copy of your document without CWYW (Cite while you write) fields codes. The link between EndNote and Word is removed in the copy. This makes it possible for your teacher to edit and make corrections in your reference list and citations.

If you don't do this it will not be possible to make such corrections. You must therefore *always remember to remove the link between EndNote and Word when you are ready to submit your work for review!*

This is how to do it:

- * Open your document.
- * Click *Convert citations and bibliography*, and choose *Convert to plain text*.



* You will then see a box telling you that a copy is made which is not saved. Answer OK and save this file with a filename that shows it is a copy without a link to EndNote. *Make sure this filename is unique, so you don't get mixed up with the original!*

This copy is a regular Word-file, and you can send it to your teacher. He/she should be able to edit it. The original document is still intact, and you can edit it when get it back from your teacher.