EndNote X4 - Formatting Documents - Removing field codes

What is the "travelling library"?

Although your document looks like a normal Word document, it is not. It contains field codes which include most of the data from your EndNote library relating to each of the references which you have cited. This stored data is called the Travelling Library.

If you are collaborating with colleagues who also use a recent version EndNote and who also use a recent version of Word, you can send them your formatted Word document and they can add text and references to it from their own EndNote libraries. They can format the completed document because all data relating to your references are stored in the Travelling Library.

Beware: When sharing documents with a colleague, your colleague must be using a compatible version of EndNote. EndNote X3 is not compatible with EndNote 7 and earlier versions.

If you wish to submit your paper for publication, you must first remove all field codes, as they could interfere with the software used by the publisher.

Go to the Convert citations and Bibliography button and click on Convert to Plain Text.

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 on the OK button to continue.

Save the new document under a new name, and send that version for publication.

Keep the original document, as that it is the master copy which you will have to use if you wish to add or remove any references using EndNote.