

## Removing Content Control in Microsoft Word (RefWorks)

When you insert references from RefWorks into a Microsoft Word document, the citations would appear inside *Content Controls*.

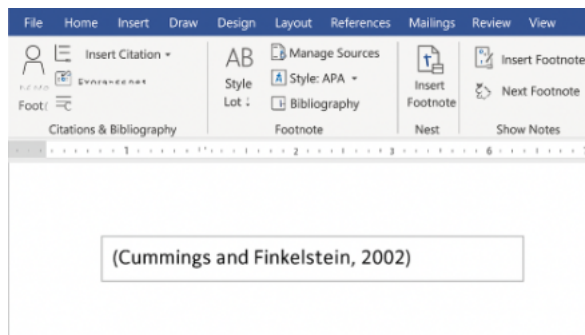
Sometimes, you may need to remove Content Control.

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### Important Note

Removing Content Control breaks the connection between your document and RefWorks. After removal, you won't be able to refresh, edit, or reformat citations using RefWorks. Please ensure to **save a copy of your document first** before attempting any of the steps below.

Below is an example of how a RefWorks citation might look when inserted with Content Control (gray box or field around the reference):



### Steps to Remove Content Control

#### Option 1: Remove All Content Controls at Once

1. Open your Word document and press **Ctrl+A** (Windows) or **Command+A** (Mac) to select the entire document.
2. Right-click anywhere in the selected text.
3. Choose **Remove Content Control**.

#### Option 2: Remove Content Controls Individually

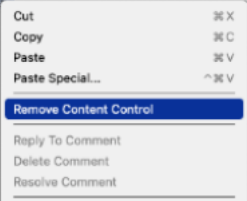
1. Right-click a citation or section that appears inside a Content Control.
2. Select **Remove Content Control**.
3. Repeat as needed.

RCM uses content control boxes instead of field codes.

(Zheng, Brooks, & Coulter, 2014)

(Zhang & Tarboush, 2020)

(Davids, Araujo, Vilar, Renshaw, & Pinder, 2017)



For further assistance, reach out to RefWorks Support at [refworks.support@proquest.com](mailto:refworks.support@proquest.com)

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