

## Removing Field Codes in Microsoft Word (Other reference managers)

When working with citations from reference managers such as EndNote, Mendeley, and Zotero, your Microsoft Word document may contain *field codes*. These hidden codes maintain the link between your citations, bibliography, and the reference manager.

Field codes can also appear as tracked changes when Track Changes is enabled, making it difficult to review or edit your document.

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### Important Note

Removing field codes breaks the connection between your document and the reference manager. After removal, you will no longer be able to refresh, edit, or reformat citations automatically.

Before proceeding, **save a copy of your document** under a new name to preserve your original version.

### To Turn Off Track Changes

If Track Changes is enabled, Microsoft Word may continue showing edits or formatting marks after you remove field codes. To prevent this:

1. Go to the **Review** tab in Word.
2. Select **Track Changes** to turn it off (the button should no longer be highlighted).
3. Confirm that Word is no longer tracking edits in your document.

### Steps to Remove Field Codes

1. Open your document in Microsoft Word.
2. Press **Ctrl + A** (Windows) or **Command + A** (Mac) to select all content.
3. Use one of the following shortcuts to unlink fields:
  - Windows: Press **Ctrl + Shift + F9** or **Ctrl + 6**
  - Mac: Press **Command + 6**

This will unlink all field codes, leaving static text for your citations and bibliography.

For further assistance, contact **RefWorks Support** at [refworks.support@proquest.com](mailto:refworks.support@proquest.com)

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