# COMBINING WORD DOCS WITH ENDNOTE CITATIONS

Find the "finalest final this is definitely the last draft" versions of each chapter. Make copies of them in a separate folder so that your originals are safe just in case things go awry. These copies will be what you work with to assemble the compile. Leave your originals well enough alone.

1. Open the copy of each document and remove the EndNote Formatting and then save and close the documents. You'll find this function on the EndNote ribbon in Word [Convert citations and bibliography>convert to unformatted citations].
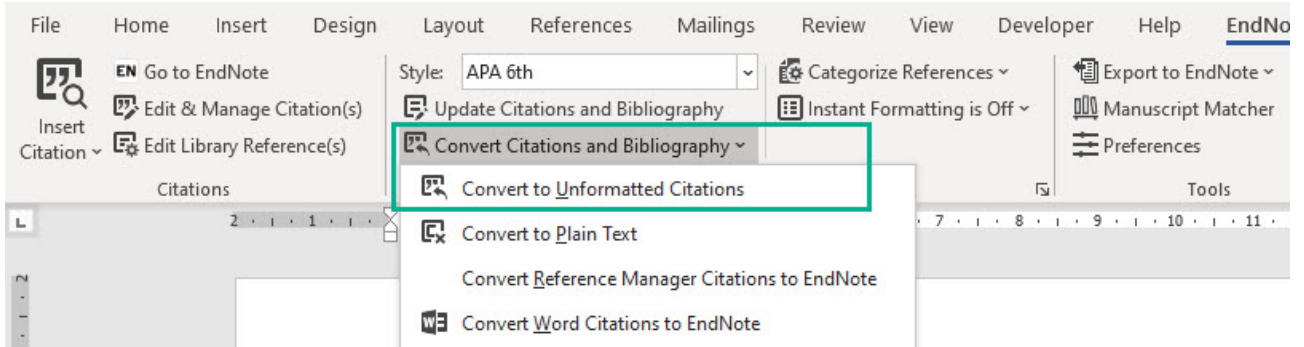
2. This will turn all of your in-text citations into a hot mess of weird symbols, but fear not!
   Once you have a copy of each chapter with unformatted citations, open your Title page (or document you want to add each Chapter too) and place your cursor at the very end of the document. We suggest placing a page break (Ctrl+Enter) to separate the chapters before inserting each one.

3. Use the insert function to 'insert text from file'. This can be found on the Insert ribbon in Word. [Insert>Object>Text from file].
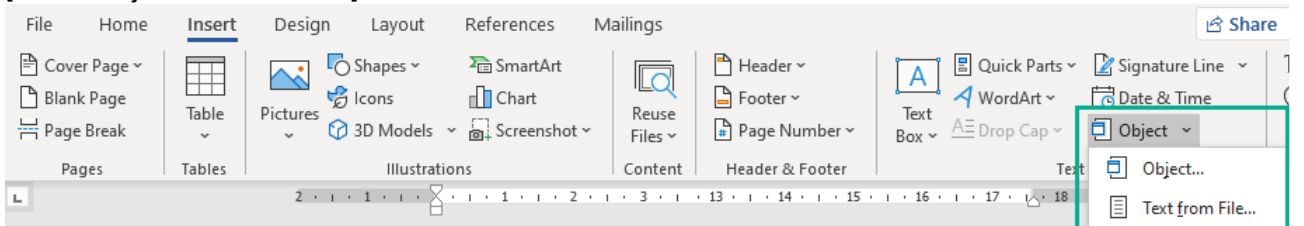
4. This will open an insert file window whereby you select your Chapter 1 document that you have saved with unformatted citations. This will place Chapter 1 onto the end of Title page.

5. Then you scroll to the end of your document, which now consists of Title page and Chapter 1, enter a page break (Ctrl+Enter) to separate the chapters and repeat the process to insert Chapter 2 and so on. Repeat till all Chapters have been added.

6. Once you have all of your chapters into one document, you will need to switch the formatting back on for EndNote. Make sure your EndNote library is open and close all other applications except for Word and EndNote because this can be a heavy process for some machines. Go to Word > EndNote ribbon and select Turn Instant Formatting Off, then select Turn Instant Formatting On.
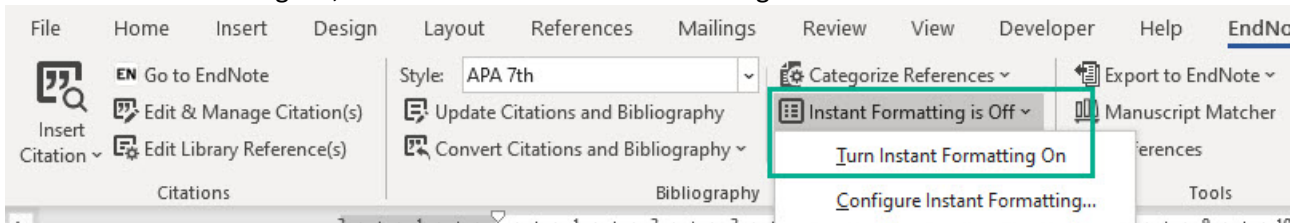
7. At this point your screen might flicker a bit and your computer might complain as EndNote searches through your very long document for citations and repopulates the in-text references and your bibliography.
   Pop-up windows will appear if there are discrepancies (e.g., your supervisor did you a "favour" and inserted a reference that's not in your End Note library) but these are usually easy fixes.

8. SAVE and then breathe a sigh of relief! From now on you only use the combined file.