EndNote and Combining Chapters in Word

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http://www.library.uq.edu.au/faqs/endnote/combine_chapters.html

Many students who are writing a thesis keep each chapter as a separate Word document with EndNote creating a bibliography in each document. The steps below detail how to create a single document and bibliography from separate chapter documents.

Step 1. Copy each chapter
Make a copy of each chapter, e.g. *chapter1-copy.doc*; *chapter2-copy.doc*. You will work with these copies. If something goes wrong, you can return to your original documents and start again.

Step 2. Unformat citations
If you have been using EndNote's instant formatting, your references will already be formatted, for example (Smith, 1999), and you will have a bibliography at the end of each chapter.
Open each document (*chapter1-copy.doc*, etc.) in Word, and from the EndNote menu in Word select the **Convert Citations and Bibliography>Convert to Unformatted Citations** command. (In earlier versions of EndNote, use the **Unformat Citations** command.) This will remove the bibliography at the end of each chapter and change the references in the text into their unformatted form, for example {Smith, 1999 #13}. Save these changes.

Step 3. Combine the chapters
Open *chapter1-copy.doc* in Word. Then open *chapter2-copy.doc* and select the whole document (**Ctrl+A**), copy it and paste it at the end of *chapter1-copy.doc*.
Continue copying and pasting each chapter at the end of *chapter1-copy.doc*, until the whole thesis is in one document.
Rename *chapter1-copy.doc* to *thesis-master.doc*. This is the master copy of your thesis, and any subsequent changes should be made to this document. Save this document.

Step 4. Format citations in the thesis
Open *thesis-master.doc* in Word. From the EndNote menu in Word select the **Update Citations and Bibliography** command. (In earlier versions of EndNote, use the **Format Bibliography** command.) EndNote will format all the references in your document and create a single bibliography at the end of the thesis. Save the changes.
Note: Unformatting the citations (at Step 2 above) disables the instant formatting in Word. If you prefer to work with instant formatting, go to the Bibliography Preferences by clicking on the small arrow at the very bottom of the **Bibliography** group on the EndNote menu in Word, and then select the **Instant Formatting** tab and click on the **Turn On** button. (In earlier versions of EndNote, access the Instant Formatting tab via the **Format Bibliography** command.)

Step 5. Remove field codes
Your *thesis-master.doc* contains hidden field codes which link it to EndNote. The final step is to create a copy which is not linked to EndNote. From the EndNote menu in Word select the **Convert Citations and Bibliography>Convert to Plain Text** command. (In earlier versions of EndNote, use the **Remove Field Codes** command.)
This will create a copy of your thesis which is no longer linked to EndNote. Save this copy as *thesis-unlinked.doc*. This is the copy which you should submit. **This is not your master copy. Any changes must be made to** *thesis-master.doc*.
If you need to make changes to your thesis, make them in *thesis-master.doc* and then use the **Remove Field Codes** command to make a new copy of *thesis-unlinked.doc*.