Using EndNote to insert figures into your document

The Cite While You Write (CWYW) function in EndNote also works with figures. You can insert diagrams, photographs, maps, graphs or charts, cartoons or other images into your document from their EndNote records.

EndNote will insert a figure reference in text, e.g. (Figure 1) and insert the image after the paragraph the citation is in. There will be space above and below this image.

How to insert a figure

1. Insert your cursor at the place in the text where you want to insert the reference to your image. As with in text citations, leave a space between the preceding word and where you want the figure reference to appear. (If it is between two words, leave a space either side of where it will be inserted.)

2. Go to the EndNote tab on the tool bar in Word.

3. Click on the arrow for Insert Citation and choose Insert Figure from the drop down menu.

Whilst the most commonly recognised version is the vermilion painted Torii gate, these structures can be constructed of timber, stone or even concrete. There is also variation in the structure although the most common is two vertical posts surmounted by two horizontal beams.

Rice straw ropes of varying sizes are another feature of shrine construction. Some of the larger ropes are famous for their size, such as those at Izumo Shrine in the north of Shimane Prefecture. Smaller ropes are often tied around trees. White paper folded into zigzag strips called shide are often found hanging from these ropes.

Lanterns of stone or sometimes timber
4. Search your EndNote library for a keyword from the Title or Caption of your figure.

5. Select the figure you want and click **Insert**.

Rice straw ropes of varying sizes are another feature of shrine construction. Some of the larger ropes are famous for their size, such as those at Izumo Shrine in the north of Shimane Prefecture (Figure 1). Smaller ropes are often tied around trees. While paper folded into zig-zag strips called **sodegaki** are often found hanging from these ropes.

![Figure 1. Rice straw ropes at Izumo Taisha in Shimane Prefecture. Photo by S. Holcroft](image)

The figure number will be inserted in brackets where your cursor was and the figure will be inserted below the end of the paragraph.
NOTES:

• Figures and their captions can be repositioned, e.g. centered, after they have been inserted.

• Updating your citations and bibliography in Word will **not** update the captions of your figures, so you need to make sure you’ve got the captions you want before you insert your figures. The alternative is to wait until you’ve converted your document to plain text for submission and manually edit the caption then.

• Figures can be resized in the document.

• As you insert figures, Endnote will update the figure numbers to match. If you insert a second image earlier in the document that the first one, the second image you inserted will be Figure 1 and the original Figure 1 will be renamed Figure 2.

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> Rice straw ropes of varying sizes are another feature of shrine construction. Some of the larger ropes are famous for their size, such as those at Izumo Shrine in the north of Shimane Prefecture (Figure 2). Smaller ropes are often bed around trees. While paper folded into zigzag striped shapes are often found hanging from these ropes.

> Figure 1: Torii gates at the Inari Shrine in Tsuwano. Photo by S. Holcroft

> Figure 2: Rice straw ropes at Izumo Taisha in Shimane Prefecture. Photo by S. Holcroft