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.

Tea, coffee and chocolate are popular beverages. The drinking of tea has always attracted some level of ceremony, but none so much as in Japan where it has become ritualised. Like Art, Tea has its periods and its schools. Its evolution may be roughly divided into three main stages: the Boiled Tea, the Whipped Tea, and the Steeped Tea (Okakura, 1899, p. 7).

Chocolate is also popular as a food. According to Purvis (2013) the Spanish people were the first in the Old World to become acquainted with the delights of cacao because they claimed the explorers who conquered and exploited the New World. The western world’s addiction to chocolate spread from there.

There is a long history of cultivation of tea, coffee and cacao plants (Aarts et al., 2011; Garcia L et al., 2014; Thurston et al., 2013). Camellia sinensis gives us tea. The different kinds of tea come from the picking and processing. Coffea comes from a large number of species in the same family, including Coffea Arabica. The cacao tree gives us chocolate.

Males are more likely to drink sweetened beverages than females (46% compared with 38%) (ABS, 2014). This includes coffee. Men’s coffee consumption spikes in middle age. The older men get the more tea they drink, but coffee still appear to be the preferred stimulant. Perhaps tea then, is a taste more suited to the mature palate.

The health benefits of tea, coffee and chocolate have been studied for as long as they have been known. Chocolate has been used in medicine since the Aztecs discovered it.
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**.

Males are "more likely to drink Sweetened beverages than females (46% compared with 39%)" (ABS, 2014). This includes coffee. Men's coffee consumption spikes in middle age (Figure 1). The older men get the more tea they drink, but coffee still appears to be the preferred stimulant. Perhaps tea then, is a taste more suited to the mature palate.

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.

Tea, coffee and chocolate are popular beverages. The drinking of tea has always attracted some level of ceremony, but none so much as in Japan where it has become ritualized (Figure 1). Like Art, Tea has its periods and its schools. Its evolution may be roughly divided into three main stages: the Boiled Tea, the Whipped Tea, and the Steeped Tea (Okakura, 1906, p. 7).

![Figure 1. Example of modern informal use of an outdoor tea ceremony set. Photo by S. Nalbrick.](image)

Chocolate is also popular as a food. According to Purdy (2013) the Spanish people were the first in the Old World to become acquainted with the delights of cacao because they claimed the explorers who conquered and exploited the New World. The western world’s addiction to chocolate spread from there.

There is a long history of cultivation of tea, coffee and cacao plants (Gardo et al., 2011; Garcia L. et al., 2014; Thurston et al., 2013). Camellia sinend gives us tea. The different kinds of tea come from the picking and processing. Coffee comes from a large number of species in the same family, including Coffea Arabica. The cacao tree gives us chocolate.

Males are more likely to drink “sweetened beverages than females (46% compared with 30%)” (ABS, 2014). This includes coffee. Men’s coffee consumption spikes in middle age (Figure 2). The older men get the more tea they drink, but coffee still appears to be the preferred stimulant. Perhaps tea then, is a taste more suited to the mature palate.

![Figure 2. Tea and coffee consumption by Australian men in 2013. Data drawn from 4036.0 53.007 - Australian Health Survey: Nutrition First Results - Fruits and Nuts, 2011-12” published by the Australian Bureau of Statistics.](image)