Using EndNote to insert figures into your document

The Cite While You Write (CWYW) function in EndNote can be used for inserting citations into your document and will automatically generate a reference list for you.

CWYW also works with figures. You can insert diagrams, photographs, maps, graphs or charts, cartoons or other images into your document from Endnote records.

NOTE: Updating your citations and bibliography in Word doesn't update the captions of your figures, so you need to make sure you've got the captions you want before you insert your figures.

How to insert a figure

1. Hit enter at the end of the line of text your image relates to. Hit enter again so a full line space is left for your image.
2. Insert your cursor at the place in the text where you want to insert the reference to your image, e.g. (Figure 1).
3. Go to the EndNote tab on the tool bar in Word.
4. Click on the arrow for Insert Citation and choose Insert Figure from the drop down menu.
5. Search your EndNote library for a keyword from the Title or Caption of your figure.
6. Select the figure you want and click **Insert**.

Your figure will be inserted in the space you left, and the Figure number in brackets will be appear where the cursor was put.

Figures and their captions can be repositioned, e.g. centered, after they have been inserted. Figures can also be resized.
How to make sure the images appear in the body of your document

The referencing style you have chosen may be set up to create a List of Figures at the end of your document, as in the example below. If you want your figures to appear in text, but your figure is not appearing at the point in the text where you tried to insert it, you will need to edit the style.

For this example I am using APA 6th. You can edit any style you choose.

1. Open your EndNote library.

2. Select the style you wish to edit in the Bibliographic Output Styles box in the toolbar, e.g. APA 6th.

3. Click on Edit in the menu, and go down to Output Styles from the drop down menu.

4. This opens a sub menu. Choose Edit “APA 6th”.
5. Click on **Figures** near the bottom of the left hand menu of the APA 6th Style window.

6. Tick the radio button for **Insert figures in-text near the reference to the figure**, under **Placement**.

7. Tick the radio button for whichever placement you prefer for your Captions.

8. Go to **Separation & Punctuation** to set preferences for spacing around Figures, and punctuation for Captions.

9. **Save** the amendments to the style and name your new version of the style. It will be saved to the Styles folder in your documents.

10. To use the style, choose **Select Another Style** in the Bibliographic Output Style box and select your new style from the list.