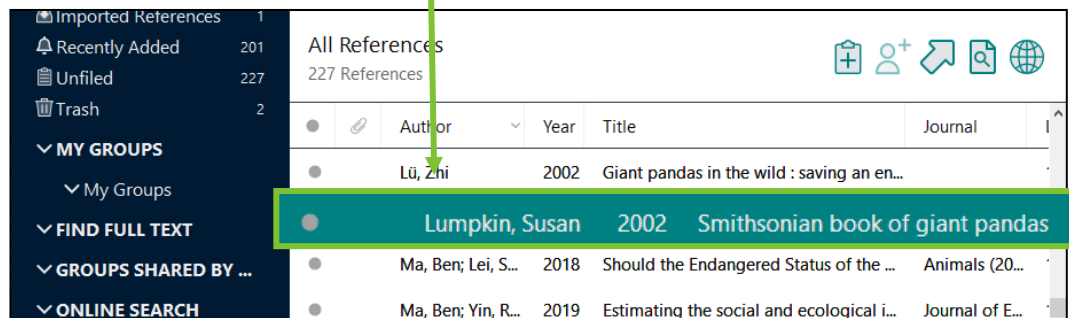# Insert Image/ Figure

Step 1: Save the image

1. Go to **http://find.lib.hku.hk/record=HKU_IZ21460681100003414**
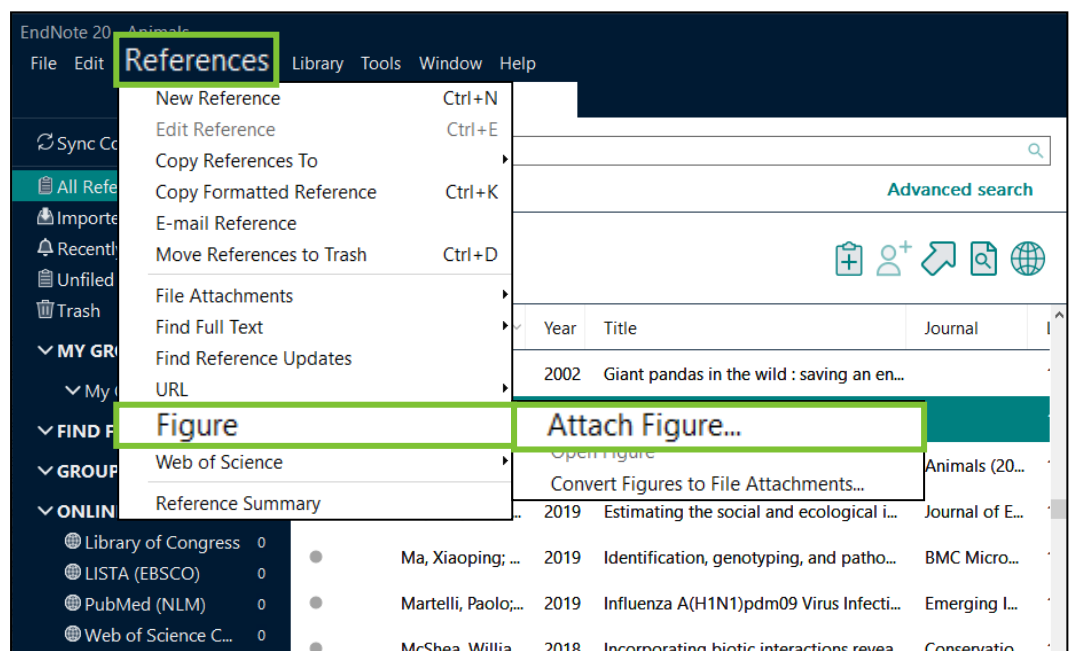2. Right **click** on the book cover image and save it to the **S:drive**

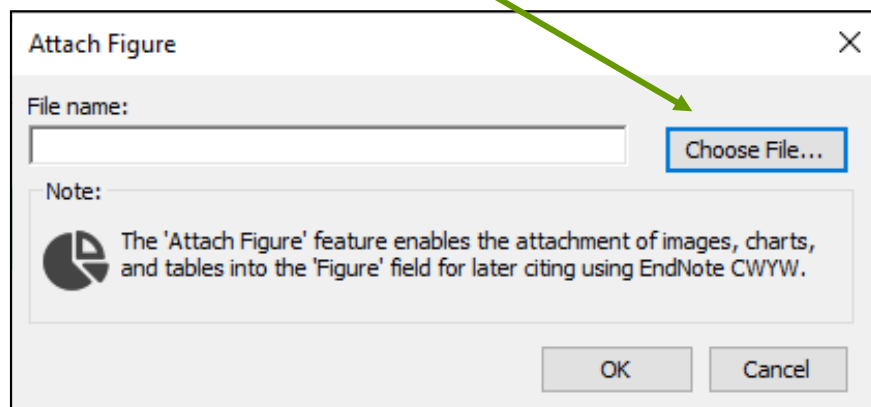## Step 2: Insert the image and caption in your library

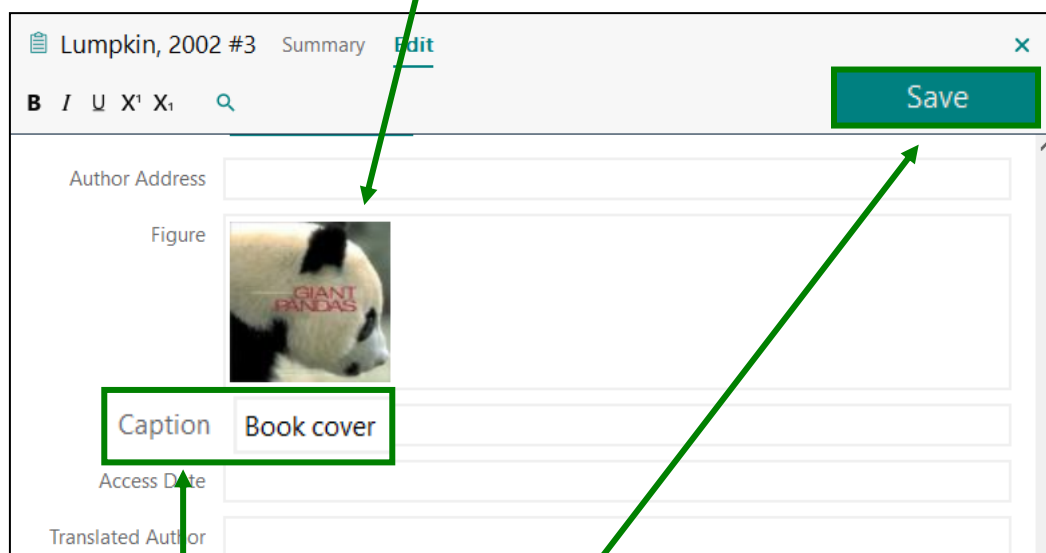**1** Go to your Endnote library. **Highlight** the citation for this book.

2 Select **References > Figure > Attach Figure** from the top bar menu.

3 Click on **Choose File** button to locate the image file saved previously. Then, click on **OK**.

4 The image will be inserted into the **Figure field**.

5 Enter a **caption** for this figure. Click **Save**.
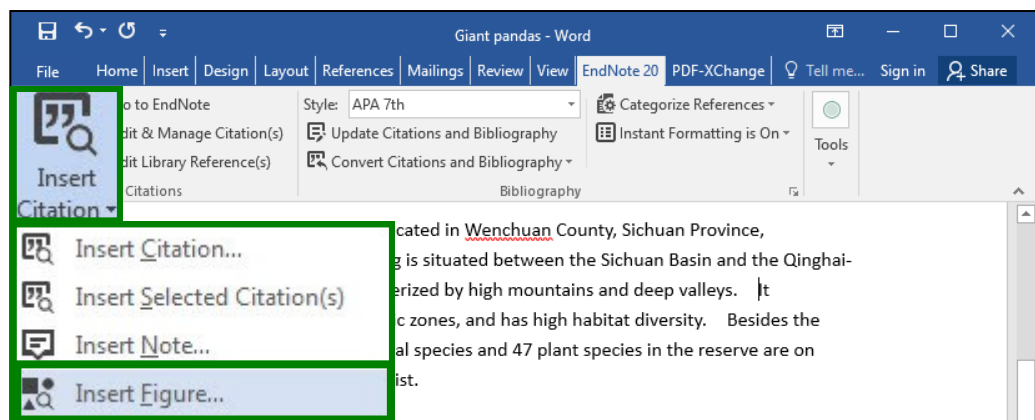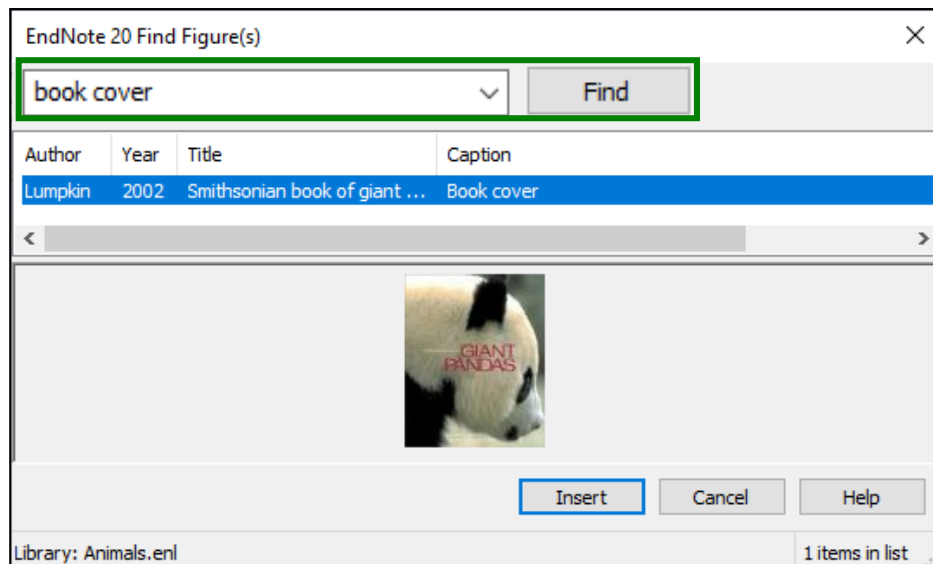

More Hints

- You may attach **only one image file** per reference in your Endnote library.
- Besides image files, you can also **attach tables or charts** as Figures.
- If you insert an EndNote figure into a Word document with Cite While You Write (CWYW), the corresponding **caption** will appear along with the figure in your paper.

Step 3: Insert the image in your Word document

1 In your Word document, **place your cursor** where you would like to insert the image. Select Insect **Citation > Insect Figure**
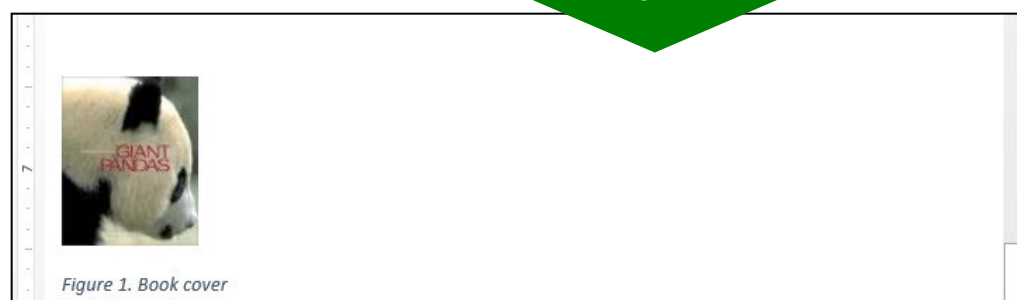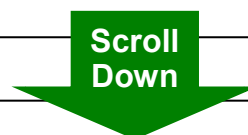

2 **Search** for the figure (enter words in the caption or the reference).

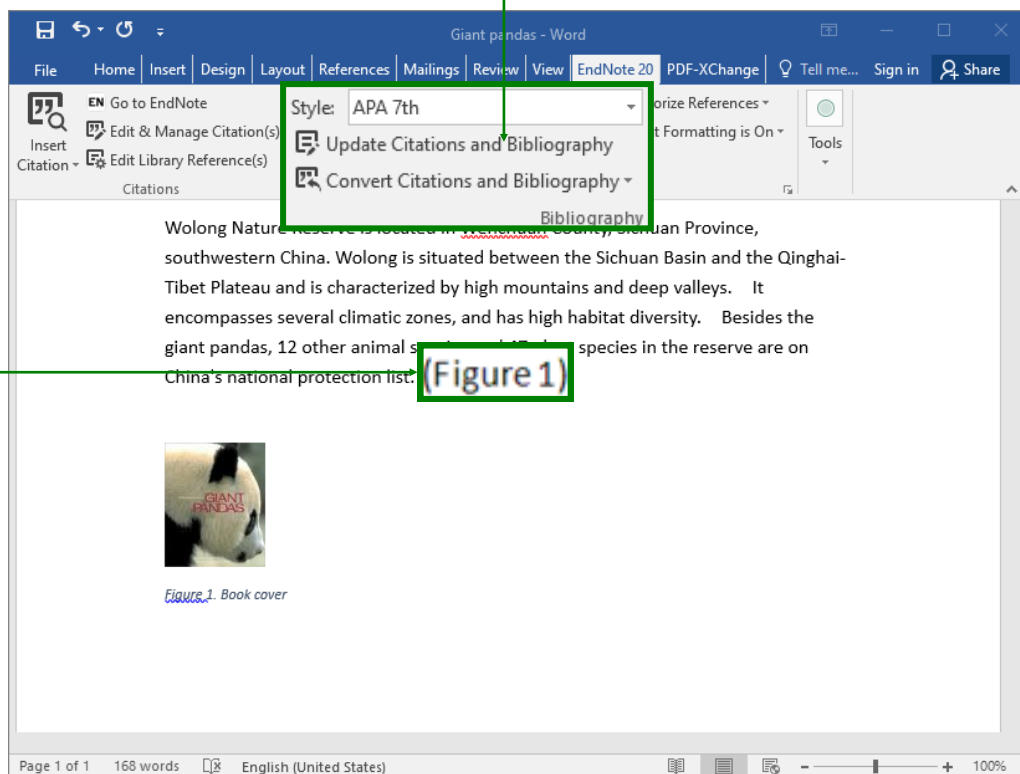**3** The **figure** along with the **caption** will be inserted into the document.

Scroll Down

Figure 1. Book cover

Deleting a Figure from your Word Document

1 Highlight the **entire citation** for the figure, including the surrounding parentheses.

2 Press **Backspace** or **Delete**.

3 Click on the **Update Citations and Bibliography**.

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