

Insert Image/ Figure

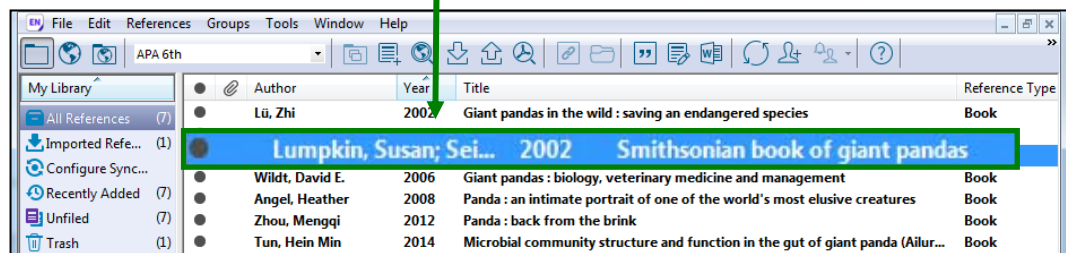
Step 1: Save the image

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**

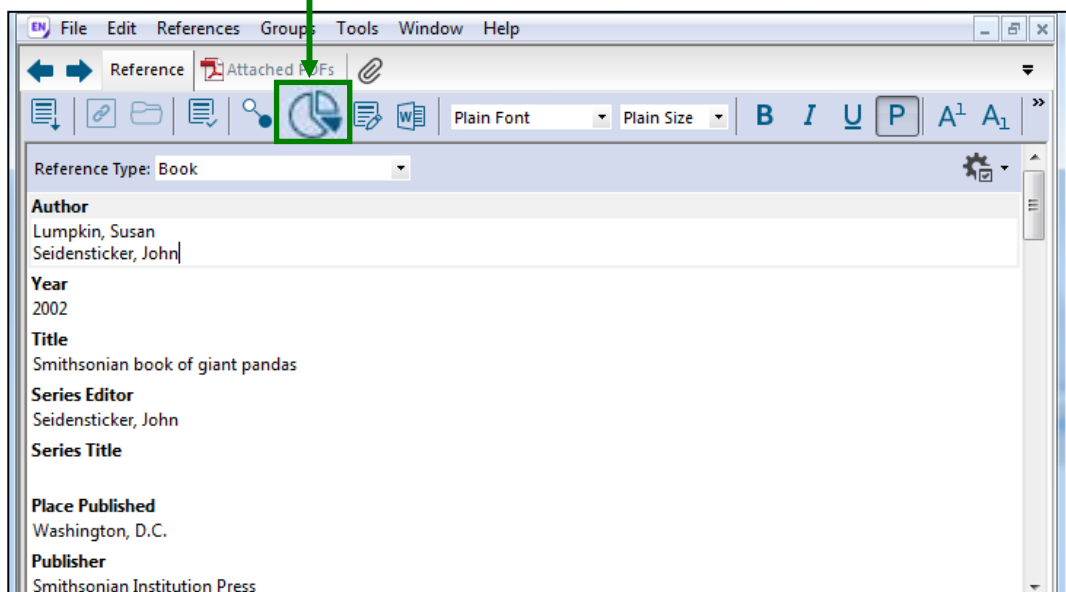


Step 2: Insert the image and caption in your library

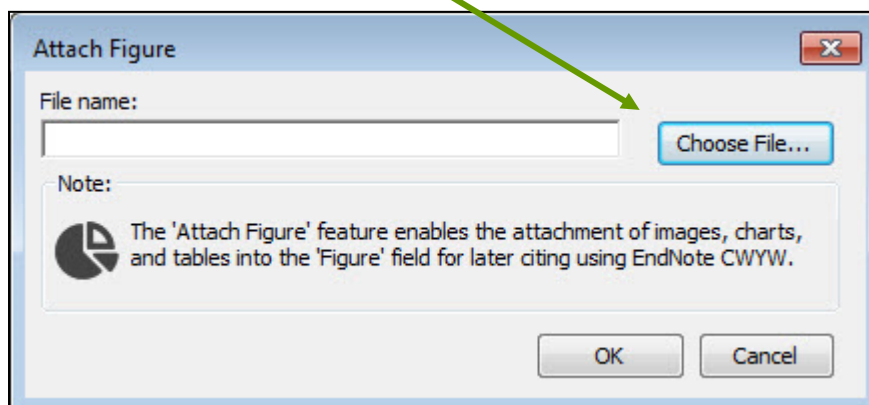
- 1 Go to your Endnote library. **Double-click** on the citation for this book.



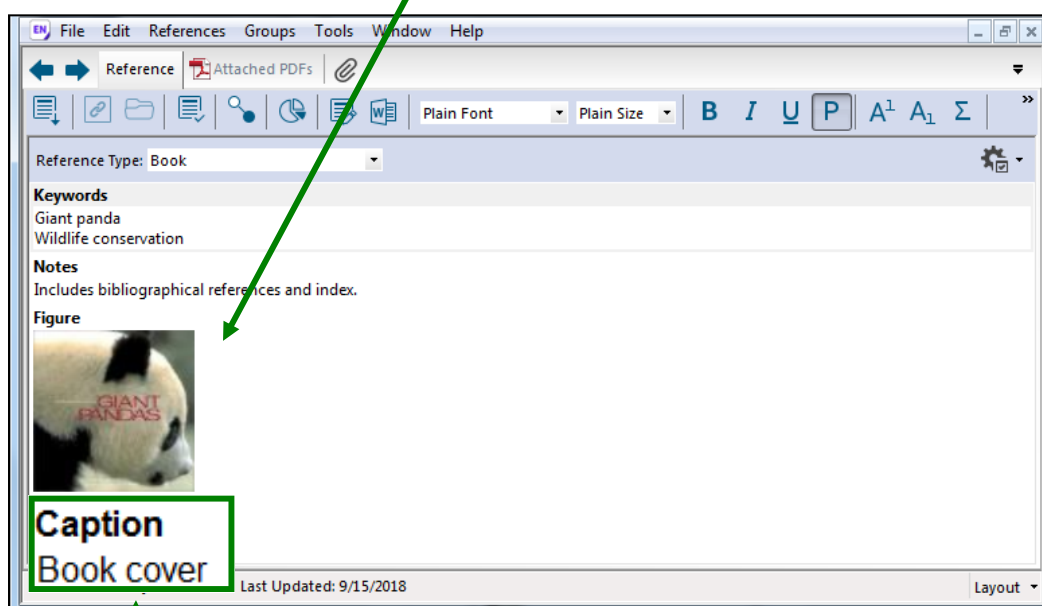
- 2 Click on the **Attach Figure** icon from the Endnote top icon bar.
(Or, select from the top bar menu, **References > Figure > Attach Figure**)



- 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.

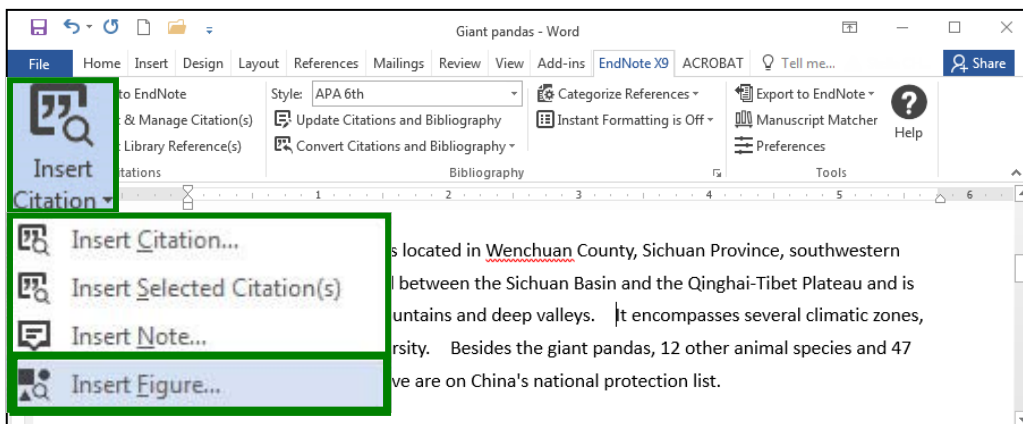


More Hints

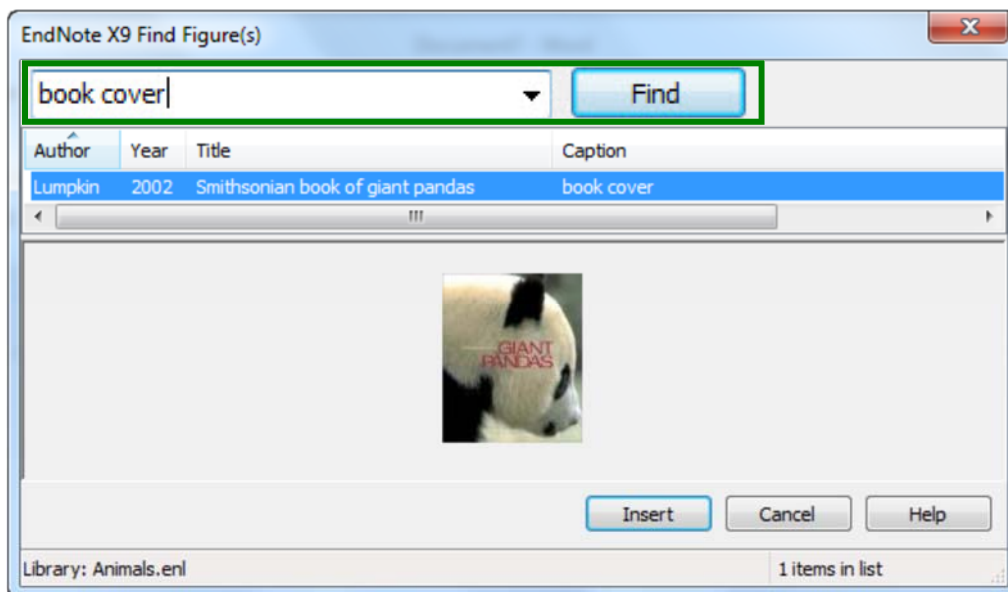
- You may attach **only one image file** per reference in your Endnote library.
- Besides image files, you can also **attach tables or charts** as Figures.
- If you insert an EndNote figure into a Word document with Cite While You Write (CWYW), the corresponding **caption** will appear along with the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

Step 3: Insert the image in your Word document

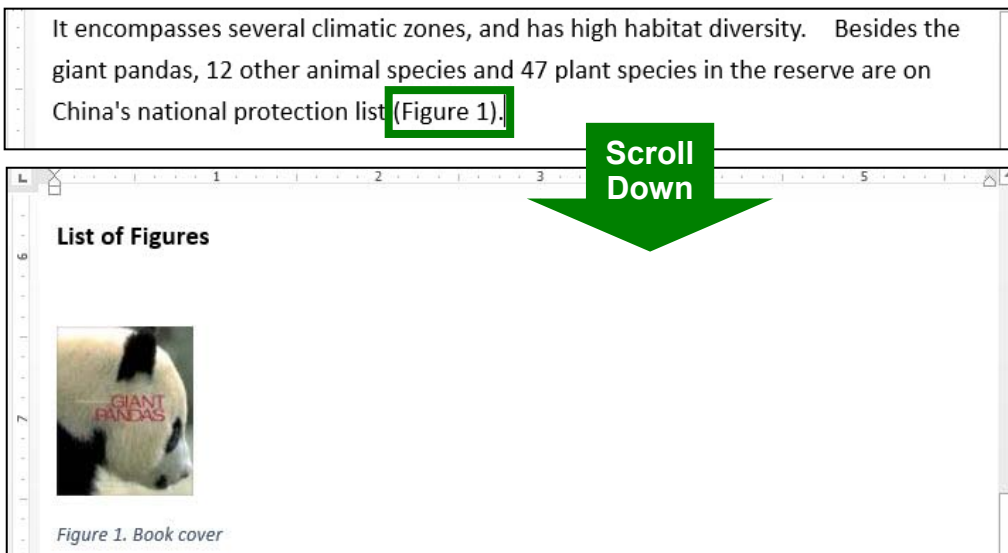
- 1 In your Word document, **place your cursor** where you would like to insert the image. Select **Insert Citation > Insert Figure**



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

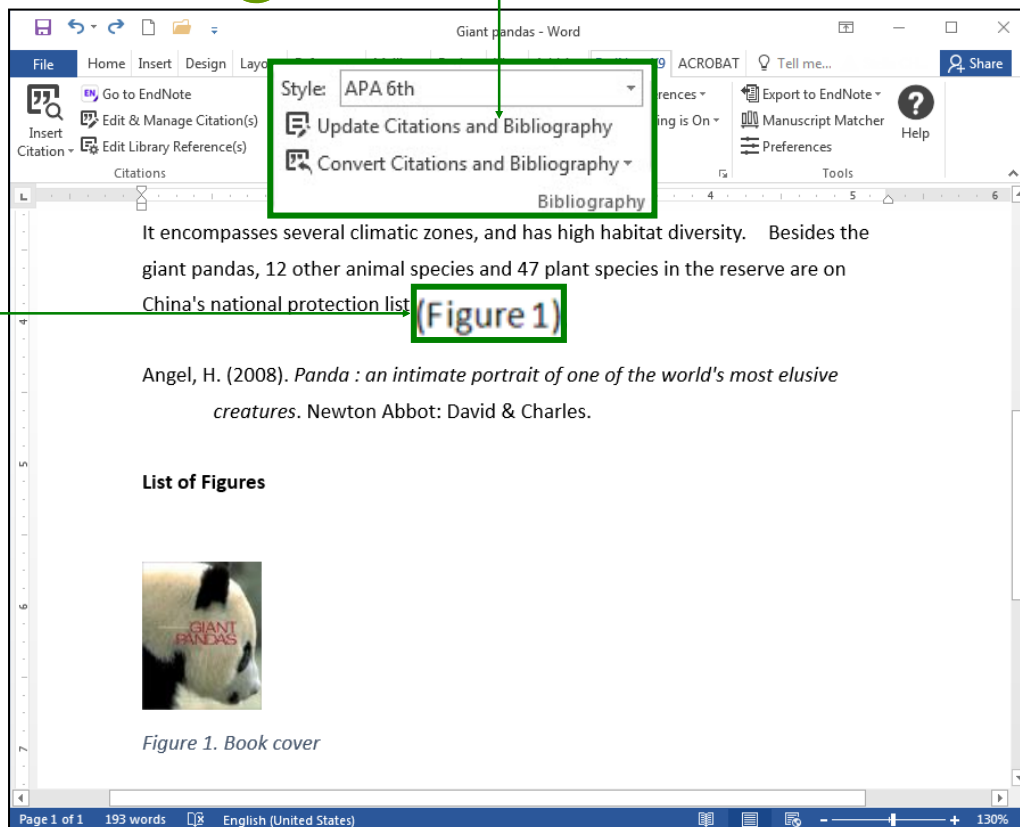


- 3 The **figure** along with the **caption** will be inserted into the document.



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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