

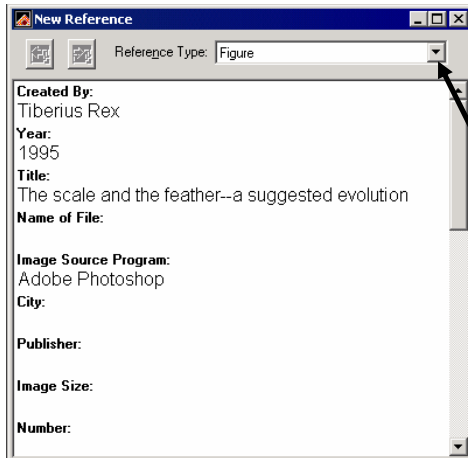
# EndNote® 9 Tips

## Images in EndNote

This tip sheet will help you learn how to enter an image reference into an EndNote library and then insert that image in a Microsoft Word document.

If EndNote is not already running, start it and open your library or the sample Paleo library (PALEO.ENL).

### Create a New Image Reference

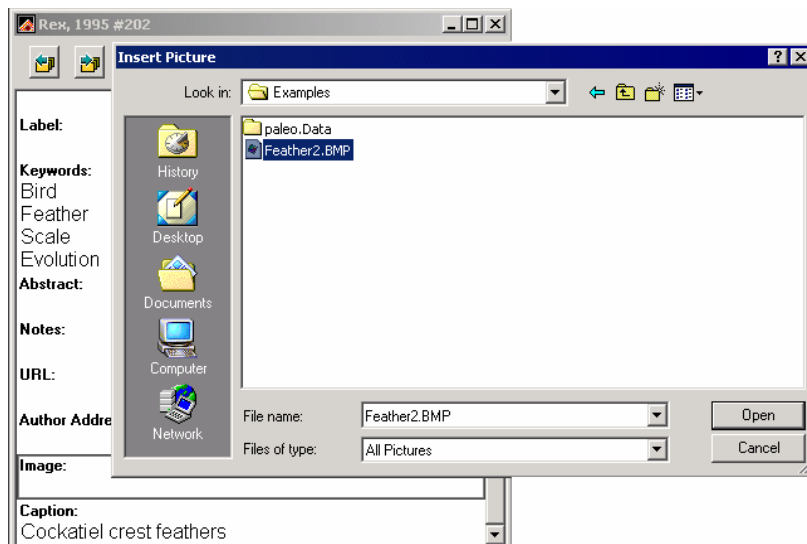


Select *New Reference* from the *References* menu. An empty window opens with the words "New Reference" displayed at the top, similar to the example at the left.

Click the *Reference Type* pull-down menu to select the appropriate reference type. For this example, select *Figure* from the list.

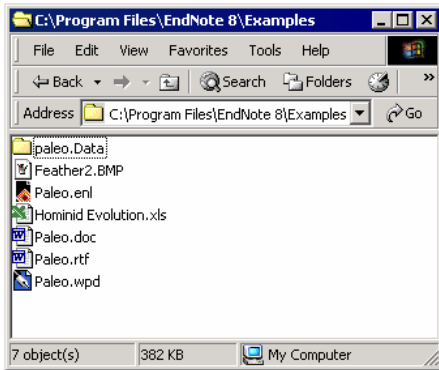
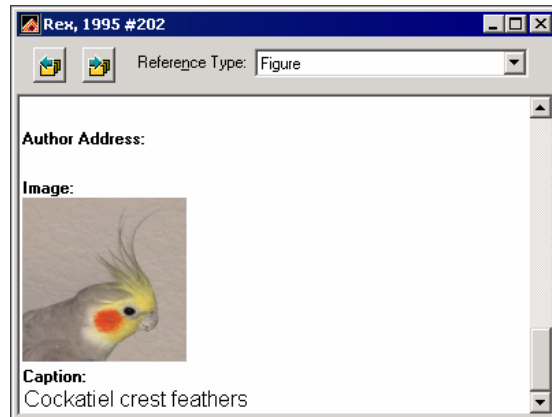
Enter the author names, title, and other text fields shown at left as you would for any other reference. See the tip sheet on entering references for more information on entering text into an EndNote reference.

When you reach the Image field, select *Insert Picture* from the *References* menu. You will see the Insert Picture window open as shown at right. Locate the image file you want to insert, click on the file, then on the *Open* button. For this example, insert the file *Feather2.BMP*. This file can be found in the EndNote 9\Examples folder, the same folder the sample Paleo library is stored in.

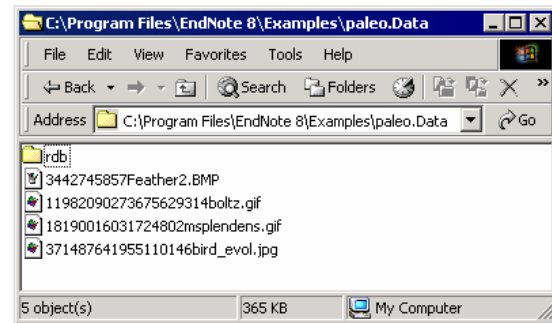


The example at right is the resultant thumbnail of the *Feather2.bmp* file being inserted into the Image field of this reference.

Close and save this reference by clicking on the "X" in the upper right corner

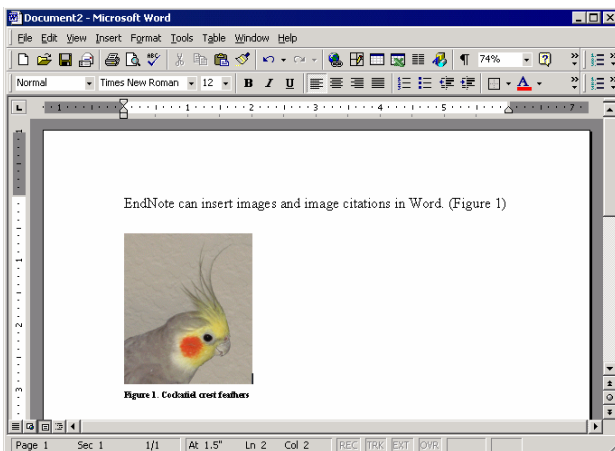


For each EndNote library, a data folder is created inside the folder housing the EndNote library. This new folder will have the name of the EndNote library with ".Data" appended to that name. The *Paleo.Data* folder associated with the Paleo database in the EndNote Examples folder is shown at left. Inside this folder will be placed copies of all the files attached to the library through insertion into the Image field. Each copy will be assigned a file name with a number preceding the original name, as in the example below.



If you double-click on an image in an EndNote reference you will open the copy in the associated ".Data" folder for editing, *not* the original graphic file. If you wish to place an update of the original graphic file in your library, you will need to delete the thumbnail image and reinsert the image from the original graphic file.

Image references from EndNote can be inserted into Microsoft Word documents much like other references, but it is important to understand the unique characteristics of EndNote images in Word. Create a new Word document and type the text "EndNote can insert images and image citations in Word." Select *EndNote 9*, then *Find Figure(s)* from the *Word Tools* menu. Type "bird" and select the reference you just created, then click on the *Insert* button. You should see "(Figure 1)" appear in your text at the point your cursor was located. Figures are placed either after the paragraph where cited or in a list at the end of the Word document. This placement is determined by the current output style.



Unlike the reference list EndNote produces, the list of figures will not automatically update if you move or delete an image citation in the document. If you have moved or deleted image citations, select *EndNote 9*, then *Generate Figure List* from the *Word Tools* menu to regenerate the list of figures and associated citations.

**For more information see the EndNote manual section *Inserting and Formatting Figures and Tables* in the chapter *Using EndNote with Microsoft Word*. (Note that the manual is available in your EndNote folder as a PDF file.)**