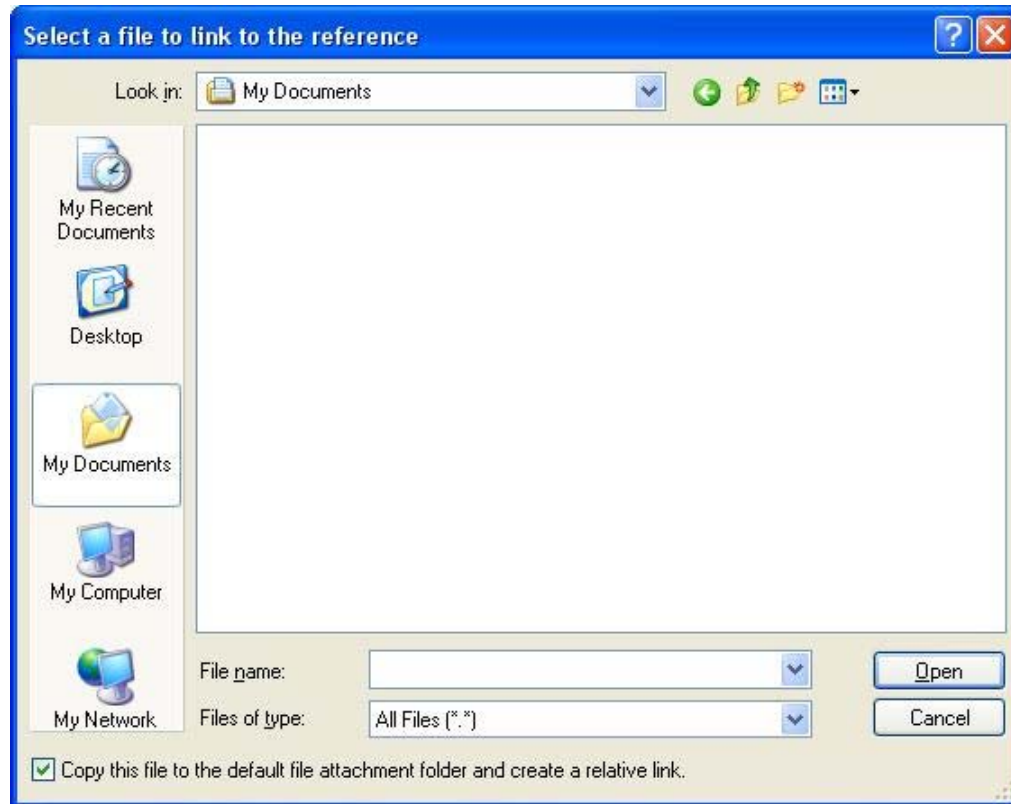


Printer-Friendly View | Normal View

Attaching images and files to references

There may be times when you wish to store an image or file, associated with a reference, in your EndNote library.

- Open the appropriate reference in your library.
- Click on **References | Figure | Attach Figure...** (for images) or **References | File Attachments | Attach File...** (for other files, e.g. PDF, HTML, Word, documents, Excel sheets, etc.)



- Locate the file you wish to store with this reference.
- Click on **Open**. A thumbnail image or an icon representing the type of file inserted appears in the reference.
- If you have inserted a figure, enter a caption for it in the **Caption** field. This labels the image or file and assists in searching.

You can now double-click on the icon or choose **References | File Attachments | Open File...** to view the file. If you want to remove an image or file, right-click on it and choose **Clear** from the menu that appears.

By default, attaching a figure or file causes EndNote to make a copy of it, which EndNote stores in a special directory with your EndNote library. This means that if the files will move with your EndNote library when you copy it.