

Captions and lists of figures / tables

Microsoft Word 2003

A caption is a numbered label. For example, when you insert a table, you may wish to have a title for it. Rather than just type the title manually, insert a caption. So then Microsoft Word automatically inserts a list of tables for you.

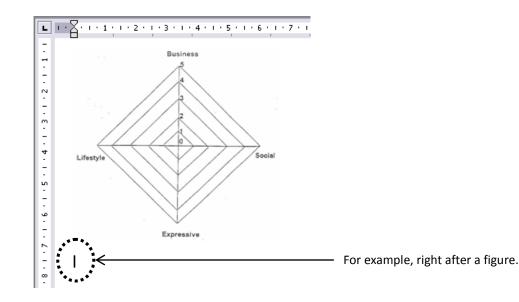
The caption is inserted as sequential caption number.

Inserting a table of list/figure is similar to Table of Contents but adding captions are different.

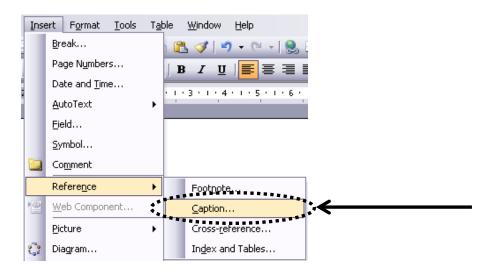
Figure 1	

Inserting captions for list of figures or tables

1. Place your cursor that you wish to insert a caption label



2. Insert > Reference > Caption





3. Select a caption from the Label drop down list > Click OK

This is your	Caption Caption: Figure 1 Options Label: Figure Position: Below selected item	Label:
New Label: You can create your own. New Label		ering Equation and Figure.
OK Cancel	Caption Numbering: You can change numbering format.	Caption Numbering
1. (A caption is inserted.)	Social	
2. Type the rest of caption title af	ter the label.	* * * * * * * * *
3. It's finished here but you may v	vish to change the caption's font format	ting.

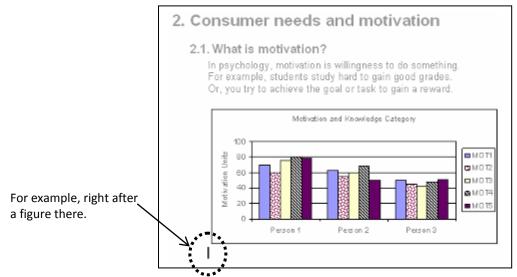


Including chapter numbers or outlined numbers in captions

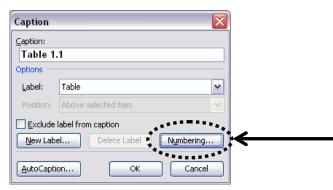
When you have a long document for instance, thesis or report that contains outlined numbering, your captions can also include multi levels, e.g., Table 1.1, Table 2.3.

NB: To use this feature, your chapter / outlined numbered headings must be applied *heading* and *list* style.

1. Place your cursor where you wish to insert a caption



- 2. Insert > Reference > Caption
- 3. Click Numbering



4. Tick Include chapter number > Click OK

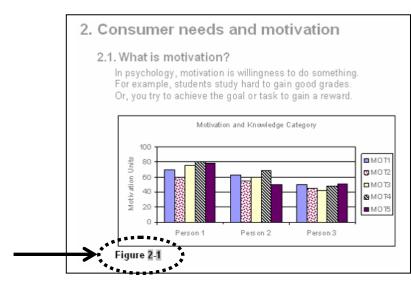
Caption Numbering		You can change the numbering format.
Eormat:	1,2,3,	Don't worry too much about chapter setting if you don't have chapters in your document, e.g.,
Chapter starts with style	Heading 1 💌	report. Just leave as it is.
Use separator: Examples: Figure II-1, Table 1	. (period) 💌	This separator appears after the caption label. You can change the separator:
		[-] hyphen
ОК	Cancel	[.] period
		[:] colon
		[] em-dash
		[] en-dash



5. Ignore the following message if it prompts.



6. (A caption is inserted.)



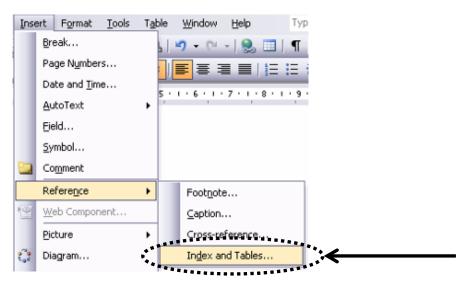
Note: The caption number is automatically matched with your outlined heading number.

7. Complete the rest of caption title after the label.



Inserting list of figures

- 1. Place your cursor where you want to insert Table of Figures.
- 2. Insert > Reference > Index and Tables





3. Click Table of Figures tab > Click OK

Index and Tables			
Index and Tables Index Table of Contents Table of Figures Print Preview Figure 1: Text	Table of Authorities Web Preview Figure 1: Text Figure 2: Text Figure 3: Text Figure 4: Text Figure 5: Text		
Show page numbers Right align page numbers	Use <u>hyperlinks</u> instead of page numbers		
Tab leader: Make sure your General Caption label: Formats: From template Qptions Modify			
	OK Cancel		

Tip: Updating your list of captions When you have made any changes to your Table of Figures after you inserted it, you can simply update it. 1. Place your cursor anywhere on the list of captions 2. Right click on the table of figures > Click Updated Field (F9 for shortcut) 3. Click Update entire table 4. Click OK



Automatically add captions as you insert tables, figures, or other objects

- 1. Insert > Reference > Caption.
- 2. Click AutoCaption

X		
Figure 💌		
Below selected item 💉		
Exclude label from caption		
el Delete Label Numbering		
on OK Cancel		

3. Tick object(s) that you wish MS Word to insert a caption automatically from Add caption when inserting > Click OK

AutoCaption	X	
Add caption when inserting: Microsoft Office PowerPoint Presentation Microsoft Office PowerPoint Slide Microsoft Office Word 2007 Document Microsoft Word Document Microsoft Word Document Microsoft Word Picture Microsoft Word Table MIDI Sequence Options		Object types when inserting e.g., Bitmap Image, MS Office Excel Macro- Enabled Worksheet, MS Word table
Use label: Table Position: Above item New Label Numbering OK Cance		Choose the position of the caption. Above item or Below item .

4. Add captions and insert a list of them as usual.