

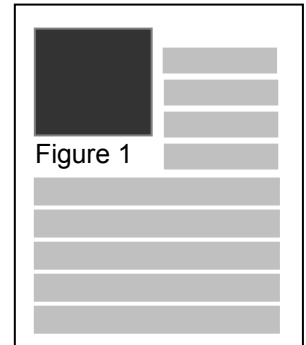
Captions and lists of figures / tables

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.

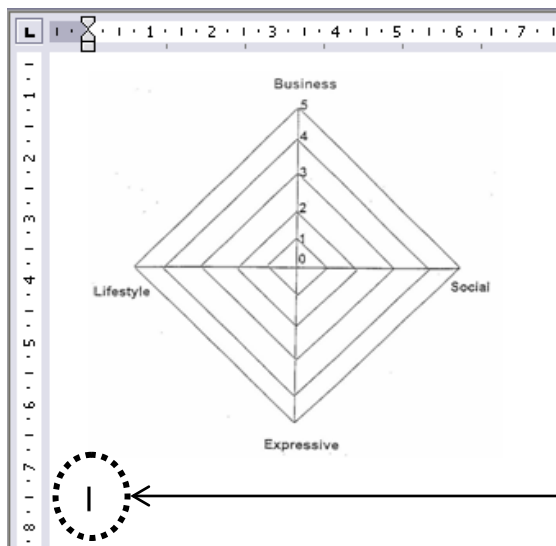
The caption is inserted as sequential caption number.

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



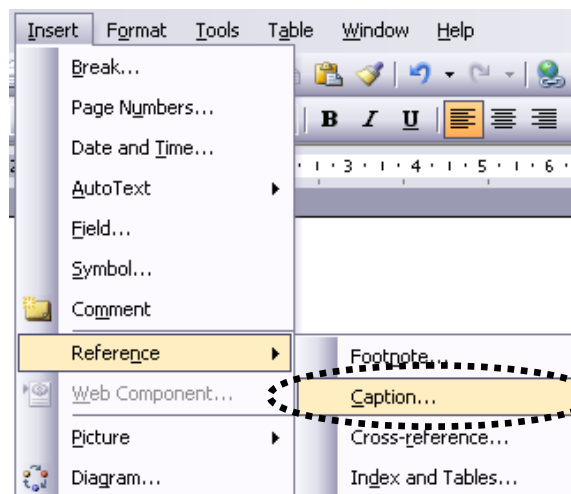
Inserting captions for list of figures or tables

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

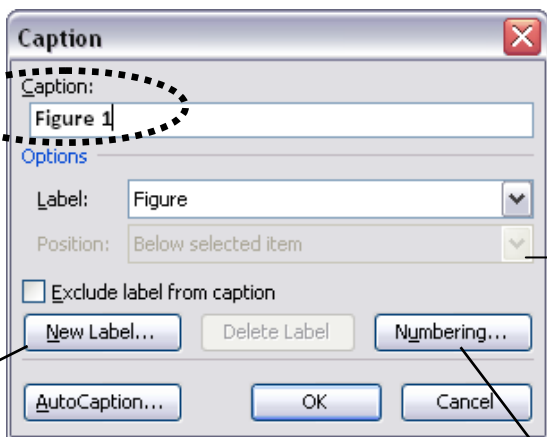


For example, right after a figure.

2. **Insert > Reference > Caption**



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

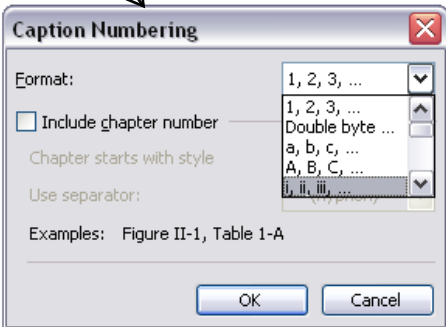


This is your caption label.

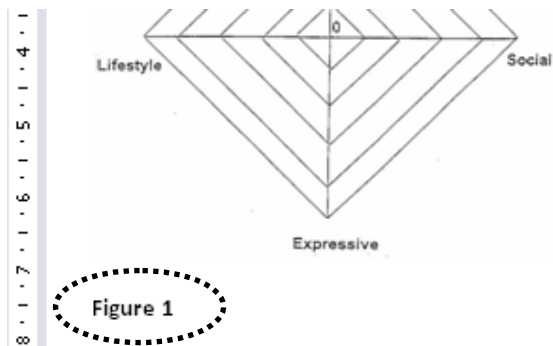
New Label:
You can create your own.

Label:
The other standard labels are Equation and Figure.

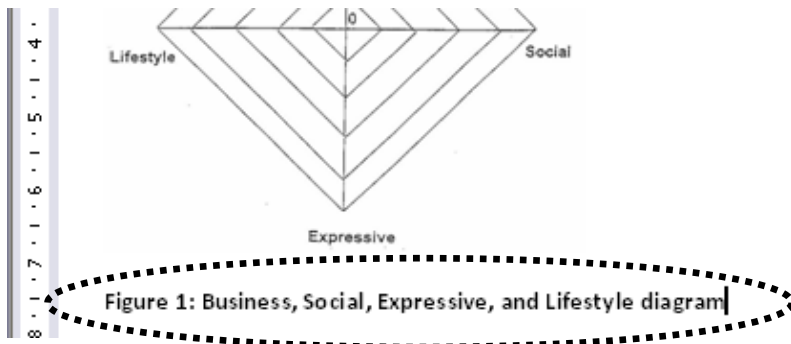
Caption Numbering:
You can change numbering format.



1. (A caption is inserted.)



2. Type the rest of caption title after the label.



3. It's finished here but you may wish to change the caption's font formatting.

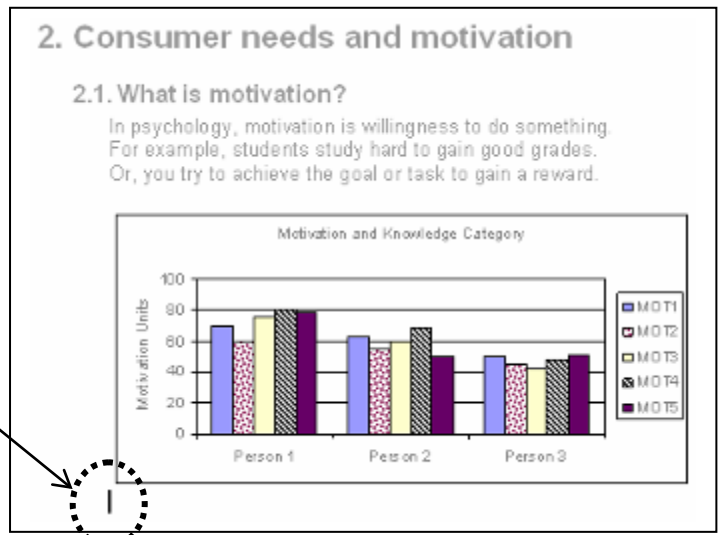
Including chapter numbers or outlined numbers in captions

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.

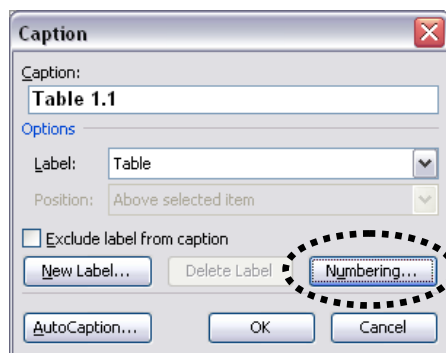
NB: To use this feature, your chapter / outlined numbered headings must be applied *heading* and *list* style.

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

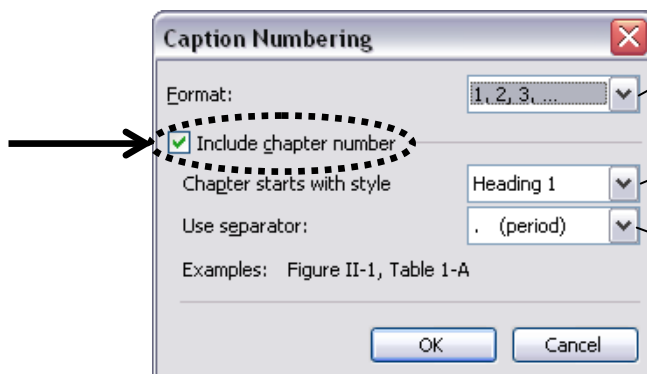
For example, right after a figure there.



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



4. Tick **Include chapter number** > Click **OK**



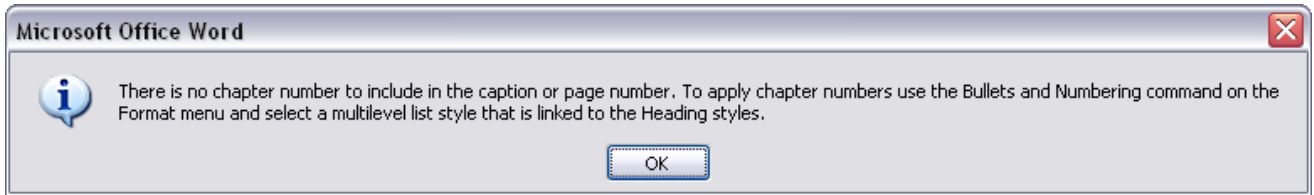
You can change the numbering format.

Don't worry too much about chapter setting if you don't have chapters in your document, e.g., report. Just leave as it is.

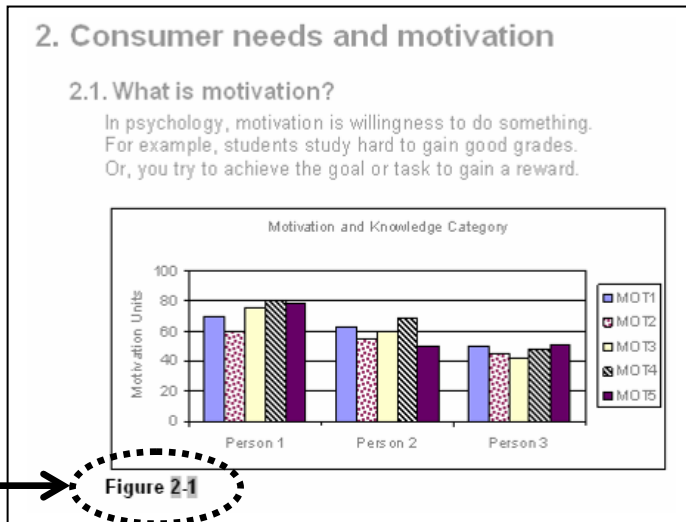
This separator appears after the caption label. You can change the separator:

- [-] hyphen
- [.] period
- [:] colon
- [--] em-dash
- [--] en-dash

5. Ignore the following message if it prompts.



6. (A caption is inserted.)



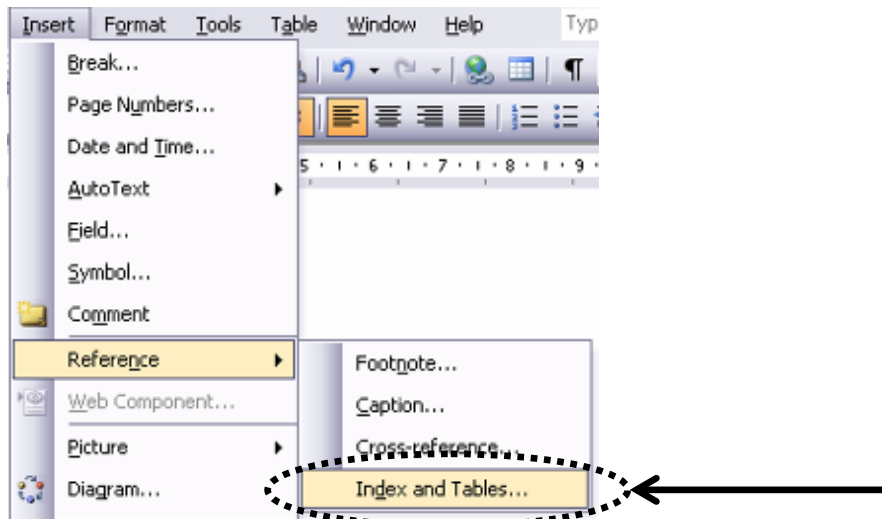
Note: The caption number is automatically matched with your outlined heading number.

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

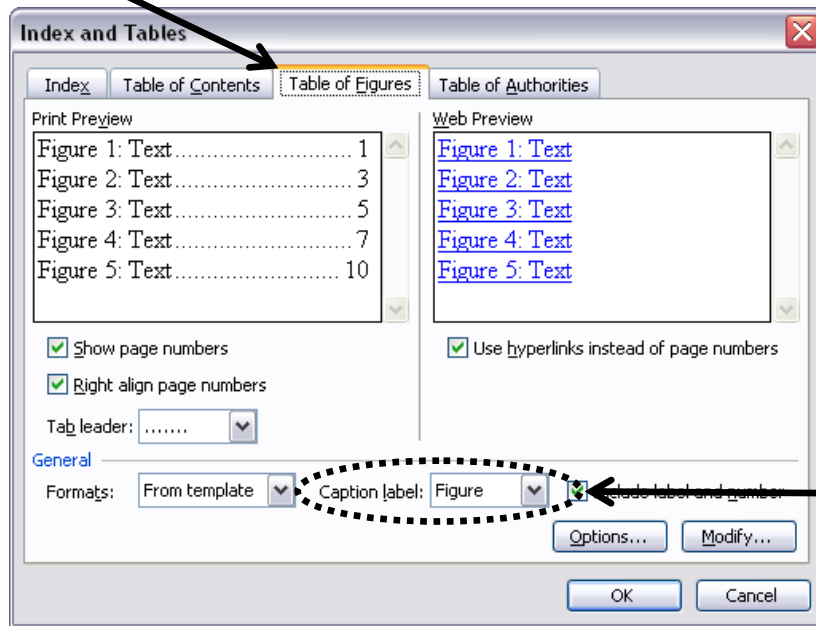


Inserting list of figures

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**



Make sure your caption label is selected. Otherwise, click the drop list here.

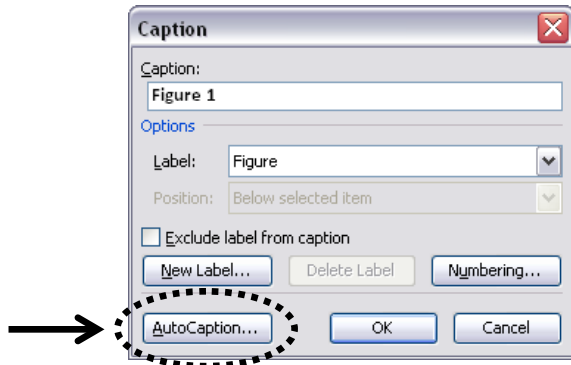
Tip: Updating your list of captions

When you have made any changes to your Table of Figures after you inserted it, you can simply update it.

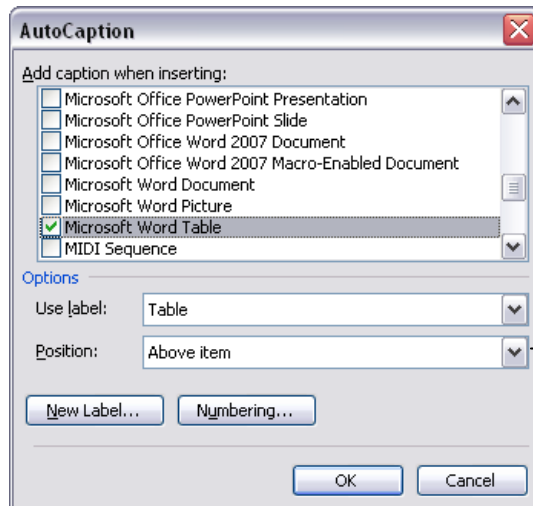
1. Place your cursor anywhere on the list of captions
2. Right click on the table of figures > Click **Updated Field (F9 for shortcut)**
3. Click **Update entire table**
4. Click **OK**

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

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



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



Object types when inserting
e.g., Bitmap Image, MS Office Excel Macro-Enabled Worksheet, MS Word table

Choose the position of the caption. **Above item** or **Below item**.

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