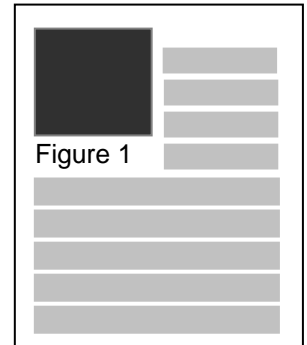# Inserting list of figures / tables

Microsoft Word

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.
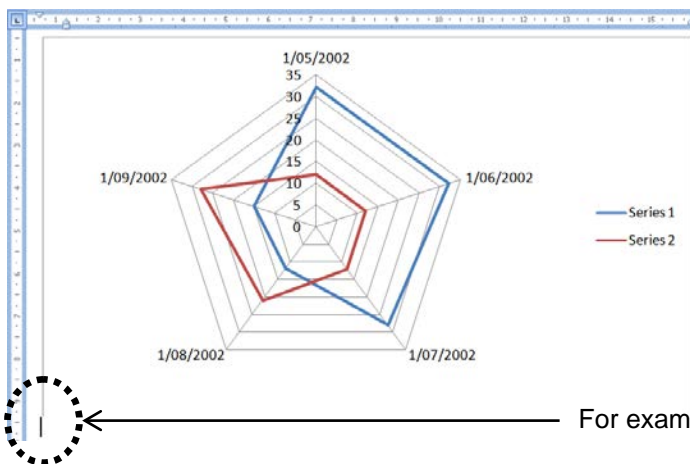
The caption is inserted as sequential caption number.

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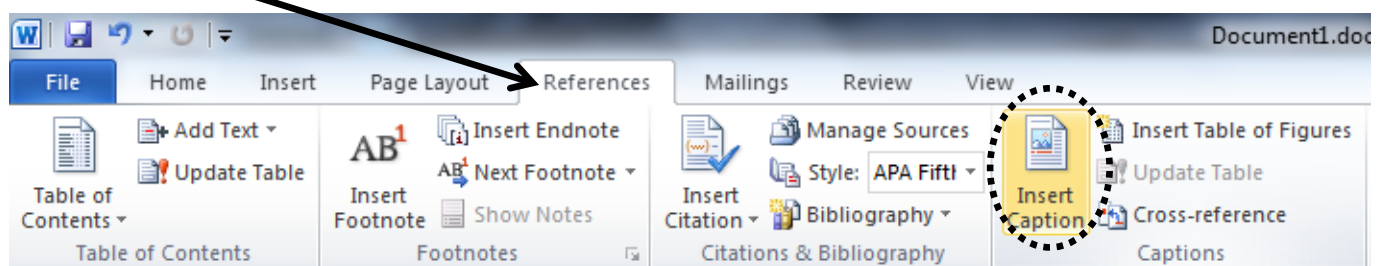

Figure 1

Inserting captions for list of figures or tables

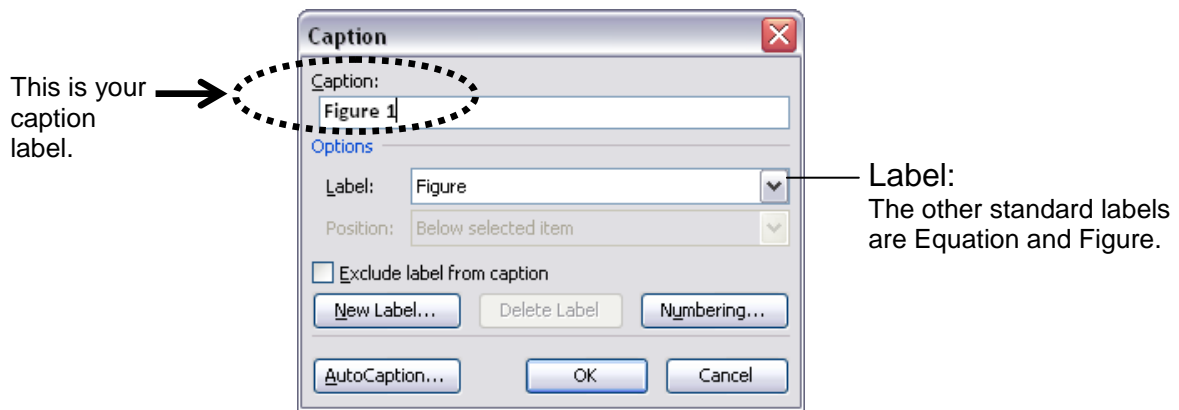1. Place your cursor where you wish to insert a caption label
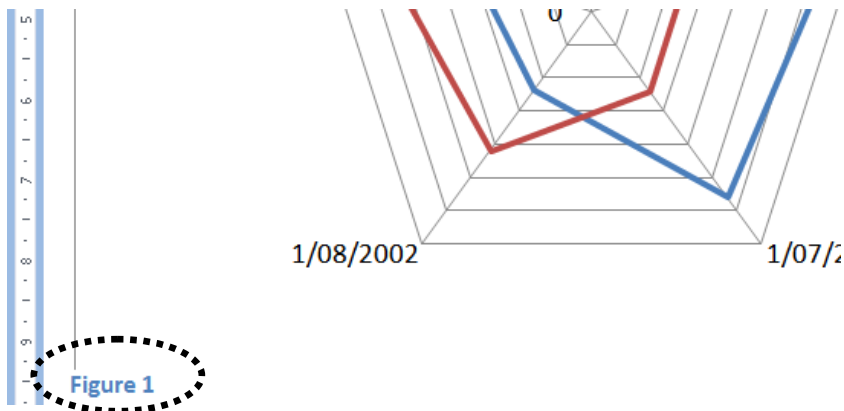

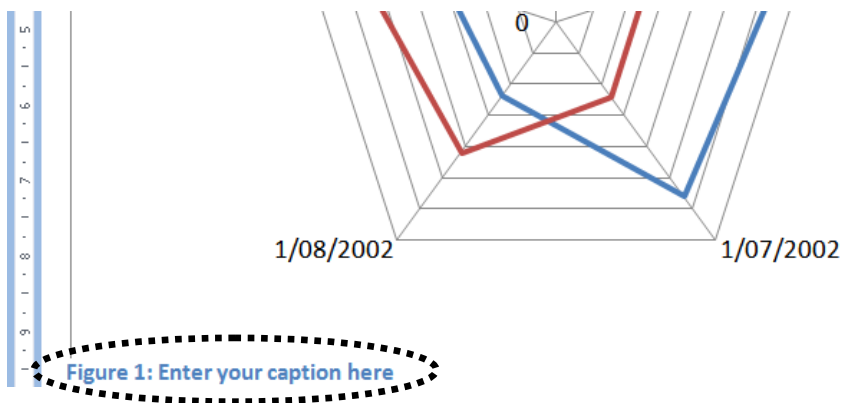For example, right after a figure.

2. **References** > **Insert Caption**

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

This is your caption label.

Label:
The other standard labels are Equation and Figure.

1. (A caption is inserted.)

1/08/2002   1/07/2

Figure 1

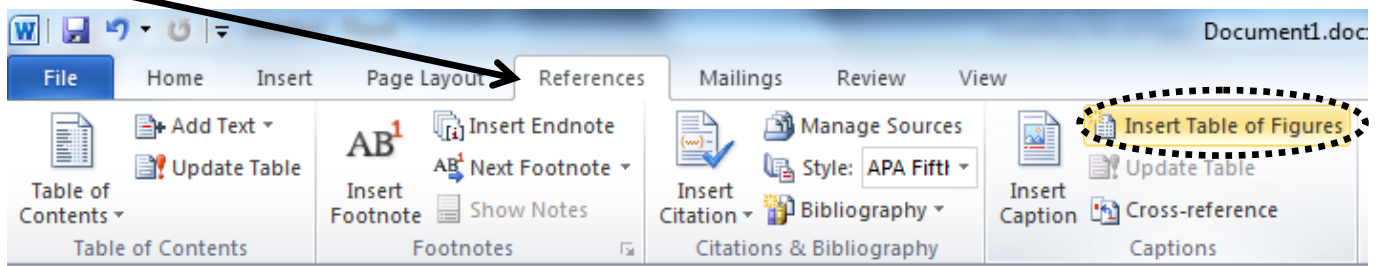2. Type the rest of caption title after the label.

1/08/2002   1/07/2002
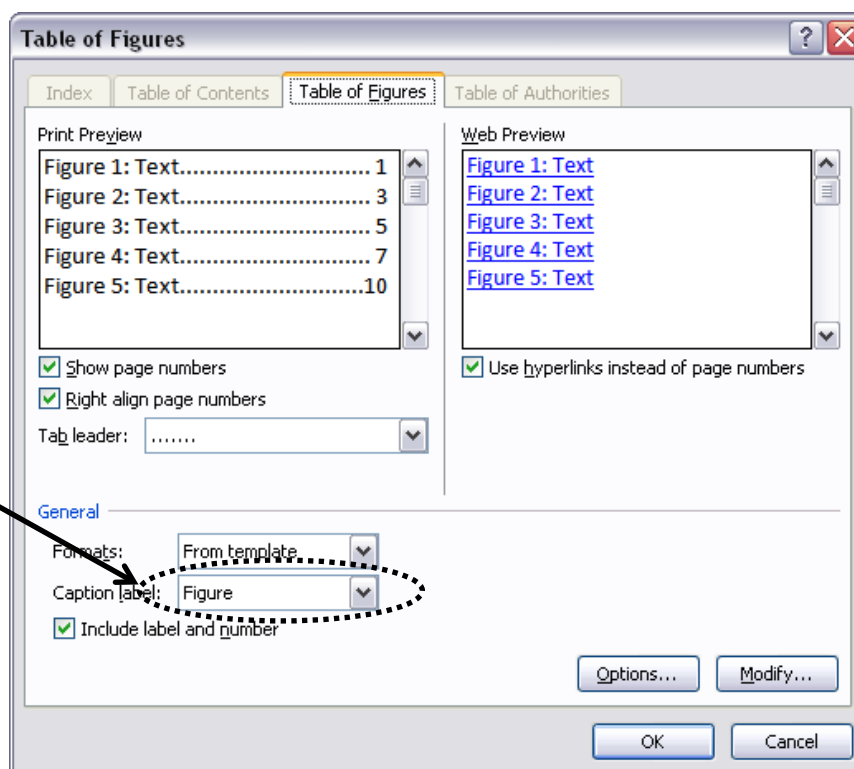
Figure 1: Enter your caption here

Inserting list of figures

1. Place your cursor where you want to insert Table of Figures.

2. **References** > **Insert Table of Figures**

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

4. Click **OK**
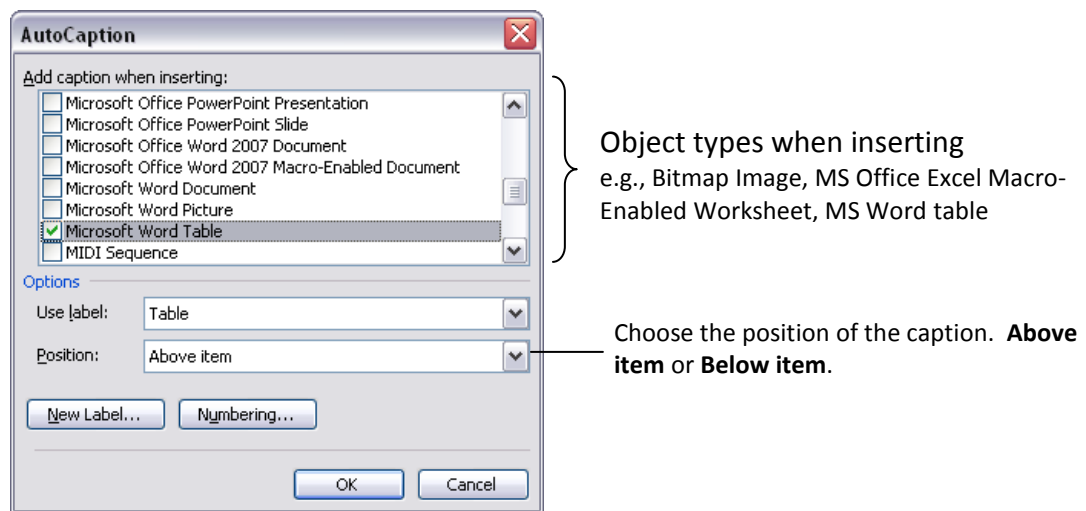
Tip: Updating your list of captions

When you have made any changes to your Table of Figures after you inserted it, you can simply update it. The same as the table of contents – Right Click –Update Field or F9

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

1. **References** > **Insert Caption**.

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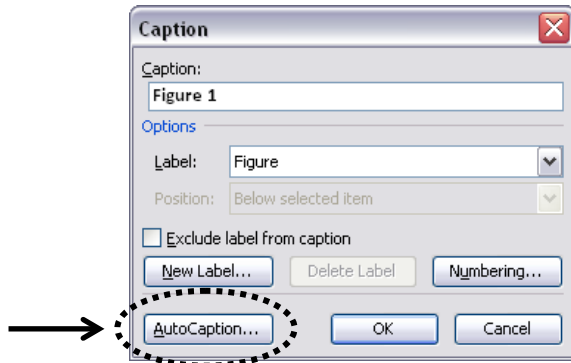
3. Tick object(s) that you wish MS Word to insert a caption automatically from **Add caption when inserting** > Click **OK**

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.