

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.

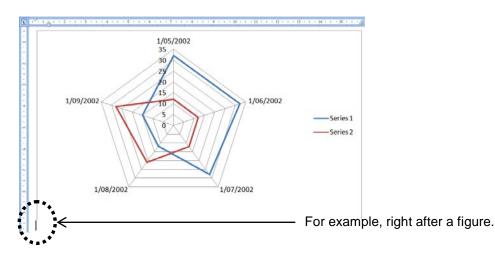
The caption is inserted as sequential caption number.

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

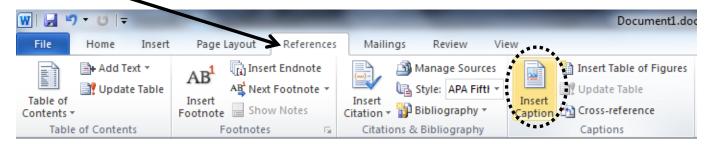
Figure 1	

Inserting captions for list of figures or tables

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



2. References > Insert Caption

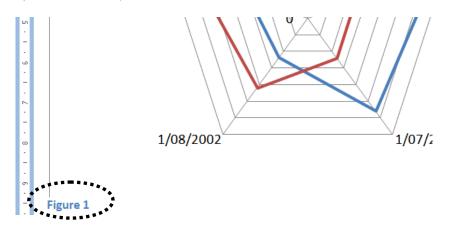




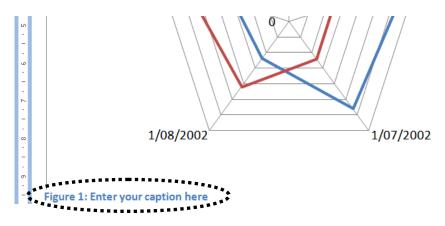
3. Select a Label type from the drop down list > Click OK

	Caption	-	X	
This is your	Caption: Figure 1	· · · · · · · · · · · · · · · · · · ·	Labeli	
label.	Options -	***·		
	Label: Figure		Label:	
	Position:	Below selected item	~	The other standard labels are Equation and Figure.
	Exclude label from caption			
	New Lab	el Delete Label Numbering	J	
	AutoCapti	on OK Cance	el	

1. (A caption is inserted.)



2. Type 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. References > Insert Table of Figures

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File Home Insert	Page Layout References	Mailings Review View	
Add Text \checkmark Table of Contents \checkmark	AB ¹ Insert Endnote AB ¹ Next Footnote ~ Insert Footnote Show Notes	Insert	Insert Table of Figures Update Table sert tion Cross-reference
Table of Contents	Footnotes 🖓	Citations & Bibliography	Captions

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

	Table of Figures	? 🛛
	Index Table of Contents Table of Figures	Table of Authorities
	Print Pre <u>v</u> iew	Web Preview
	Figure 1: Text1	Figure 1: Text
	Figure 2: Text 3 📃	Figure 2: Text
	Figure 3: Text	Figure 3: Text Figure 4: Text
	Figure 4: Text7 Figure 5: Text10	Figure 5: Text
	Figure 5. Text	
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	Right align page numbers	
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	General	
	Formats: From template	
	Caption label: Figure	
	✓ Include label and number	
		Options Modify
		OK Cancel

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

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

- 1. **References > Insert Caption**.
- 2. Click AutoCaption

Caption	×	
Caption:		
Figure 1 Options —		
Label:	Figure	
Position:	Below selected item 💉	
Exclude label from caption		
New Lab	el Delete Label Numbering	
AutoCapti	ion OK Cancel	

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

AutoCaption	n	X		
Microsof Microsof Microsof Microsof Microsof	t Office PowerPoint Presentation t Office PowerPoint Slide t Office Word 2007 Document t Office Word 2007 Macro-Enabled Document t Word Document t Word Picture t Word Table		e.g.,	ect types when inserting , Bitmap Image, MS Office Excel Macro- bled Worksheet, MS Word table
Use label: Position: New Label.	Table Above item Numbering OK Cance	 ✓ ✓ ✓ 		oose the position of the caption. Above m or Below item .

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