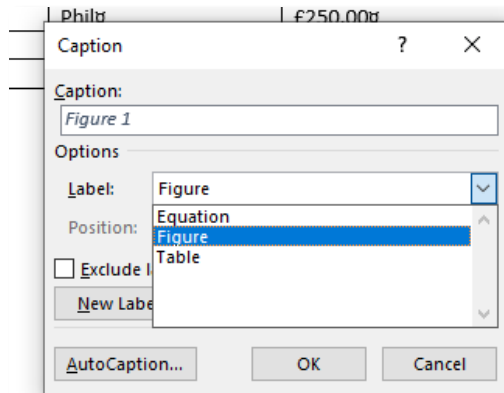
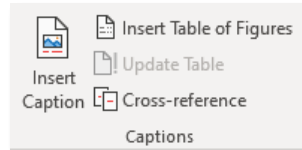


## Application: Word - Captions

Captions are numbered labels for diagrams, tables or other objects and contain an ordered number, which updates like an automatic cross-reference.

1. Place the cursor below object where you want to apply a caption.
2. Select **Insert Caption** from the **Captions** group in the **References** tab.
3. Select built-in **Label** or **Create New Label**.



4. Add text to the caption to describe the table, if required.
5. The **Label** number acts like a cross-reference and the numbering is automated. Inserting a new object will automatically renumber other objects in the document.

**Tip:** **Caption** is a style so use the **Styles Task Pane** to amend font and format, if required.

6. **F9 (Update Field)** will update Caption numbers in the document.
7. Select **AutoCaption** to insert a caption each time you insert the selected object (Table, chart, diagram).

**Tip:** **AutoCaption** will be set for all documents going forward. If it only required in the current document, save the document and uncheck the relevant object box.

