

Application: Word – Table of Figures

After applying captions to your document's objects, you can insert a Table of Figures to create a list of all captions and what pages they can be found on.

Insert a Caption to a Table or Figure

1. Click above or below the table or figure:. Click on the **References tab** and click on **Insert Caption**:



- **Label** – Select from Table, Equation or Figure. Alternatively, click on **New Label** to enter a label or your choice, for example, Diagram or Picture.
- **Numbering** – Select a different style of number. The default is 1,2,3, but you could select A, B, C or I, ii, iii

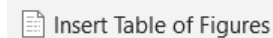
- **Caption** – enter the required caption.

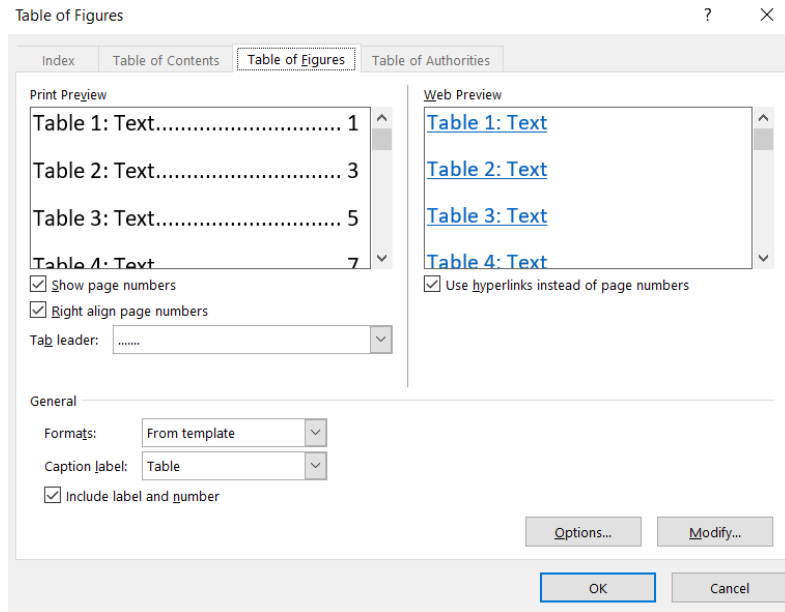
2. Once completed, click on **OK**.

Tip: Captions are based on a style called Caption. If you want to change the formatting of a Caption modify the Caption syle.

Insert a Table of Figures

1. To insert a list of all the Captions in a document, place the cursor where you want the Table of Figures to get inserted.
2. Click on the **References tab** and click on **Insert Table of Figures**.





- **Show Page Numbers** – Select to display page numbers in the Table of Figures
- **Right Align Page Numbers** – Select to right align the page numbers in the Table of Figures
- **Formats** – Select which Format you would like the Table of Figures to be displayed in
- Click on **OK**.

Update a Table of Figures

1. If you have added, removed, or changed Captions in the document the Table of Figures will need to be updated. **Right click** anywhere in the **Table of Figures**. Click on **Update Field**. Alternatively, from the **References** tab select **Captions > Update Table of Figures**.

