Insert Captions

Captions must be inserted for charts, tables and images (referred to as an 'object' in this section). A caption will clarify the object for the reader. It can be used to attribute the object to a specific source. Or it can help you reference the object in other parts of the document.

All captions should contain a clear title which explains the content of the object and will appear as **Figure 1...** or **Table 1**... When you insert captions using the correct method, the numbering automatically updates depending on where the caption is inserted. Also, it will allow you to create a list of figures/tables in no time!

Note: Figures, Charts and Tables look more professional when they are aligned to the **centre** of the page.

To caption a Graph or Image

✓ Select the image. **Centre** the graph/figure/image.
Right click on the image and select **Insert Caption...**

Alternatively select the image, go to the **References** tab/**Captions** group and select **Insert Caption**.
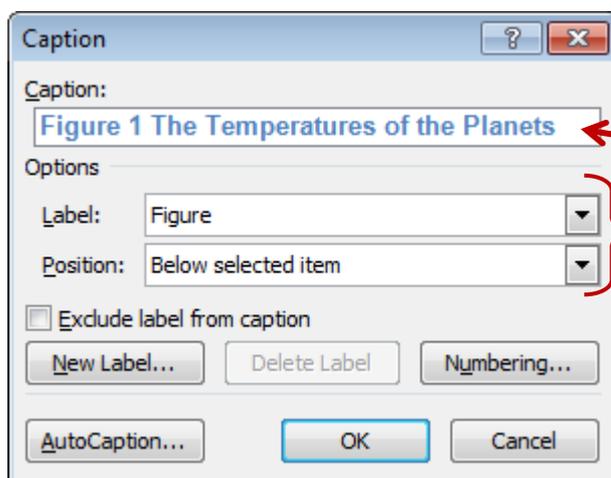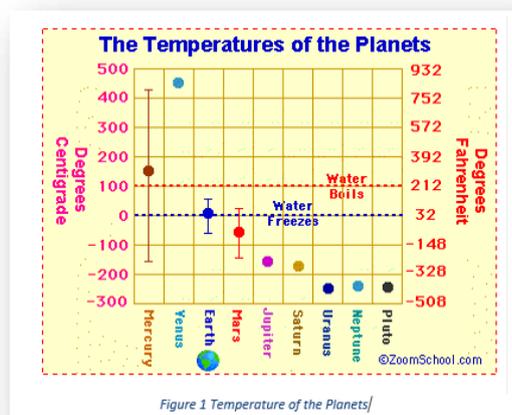

Type the description of the image; do **NOT** delete the **Figure 1** text that appears in this section.

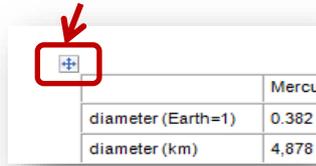Check that the label is **Figure** and appears **below** the object.

Click **OK**.

✓ The caption should now appear below the image and should be centred.

Figure 1 Temperature of the Planets

To caption a Table

- ✓ You must first select the entire table by clicking on the handle that appears on the top left of the table.

	Mercu
diameter (Earth=1)	0.382
diameter (km)	4,878

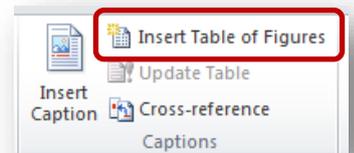*Right-click* on the handle and select **Insert Caption**.

Make sure you select the Label option as **Table** and that it appears **above** the table.
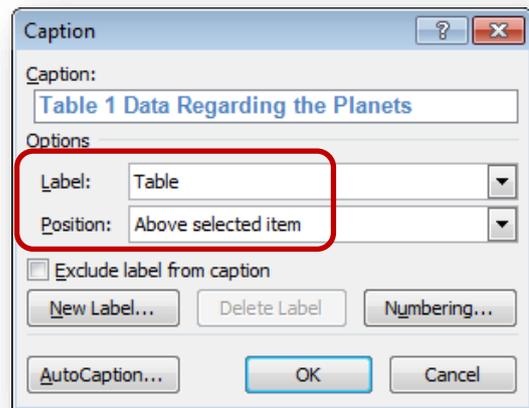
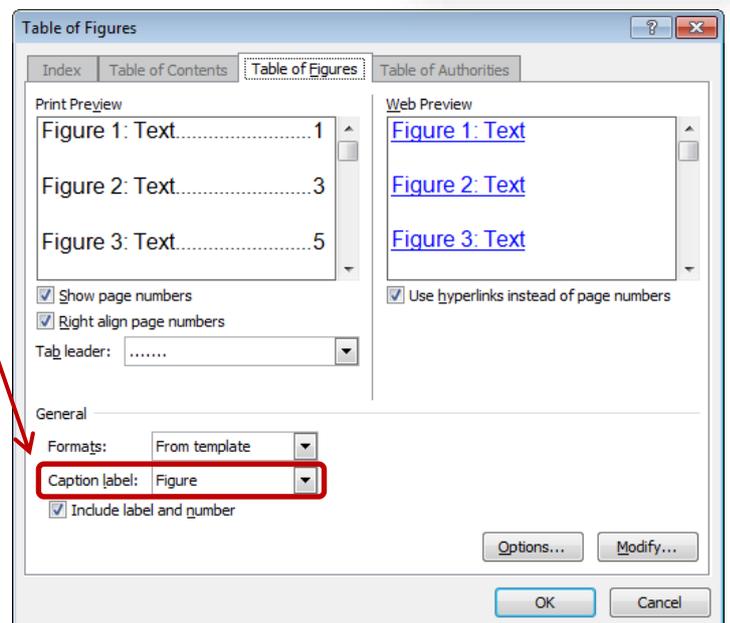## Insert Table of Figures

For Figures

- ✓ Go to the page containing the heading **List of Figures** .

- ✓ Place the cursor below the heading and go to the **References** tab/ **Captions** group. Select **Insert Table of Figures**

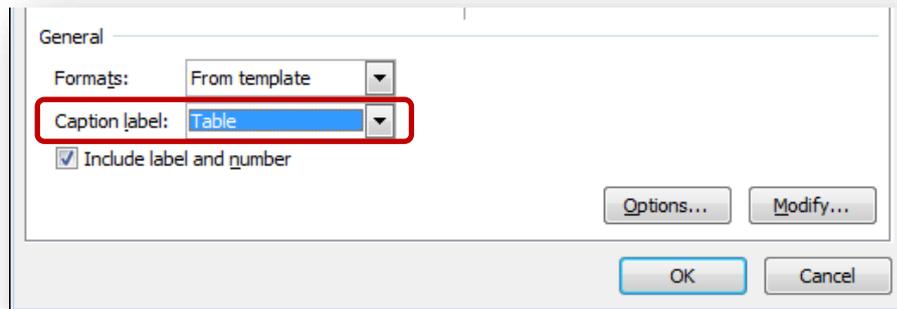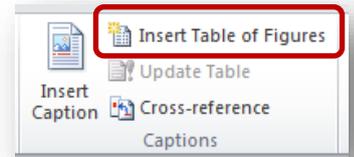- ✓ Ensure the **Caption label** is selected as **Figure** and click on **OK**.

  The table of figures will appear on the page.

- ✓

For Tables

- ✓ Go to the page containing the heading **List of Tables** .

- ✓ Place the cursor below the heading and go to the **References** tab/ **Captions** group. Select **Insert Table of Figures**.

- ✓ This time select the **Caption label** as **Table** and click on **OK**.

- ✓ A list of tables will now appear below the Heading 'List of Tables'.

NOTE: Using the F9 function key will also update the table of figures (exactly the same as updating the table of contents).

IMPORTANT: If you find that the **List of Figures/List of Table**s does not appear or update, then you have wrapped the graph/figure/table incorrectly around the text (see separate guide for wrapping images).

Once you have amended the text wrapping to 'In Line with Text' you will have to go back and redo the captions.