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.

**Inserting captions for list of figures or tables**

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

2. References > Insert Caption

For example, right after a figure.
3. Select a **Label type** from the drop down list > Click **OK**

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**

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

4. Click **OK**

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**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.

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