



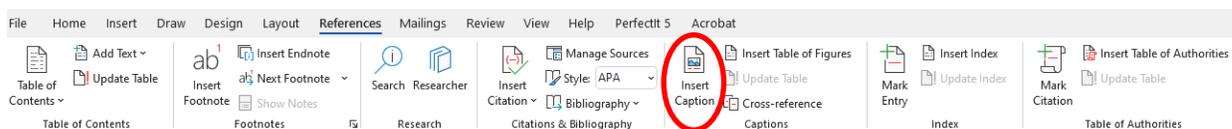
Generating a List of Tables and/or a List of Figures in your Word Document

Having a list of tables and/or a list of figures in your document can be helpful when there are many tables and/or figures, especially if your readers might need to access them quickly. Luckily, this feature in Microsoft Word allows you to generate a table of tables and a table of figures in your document.

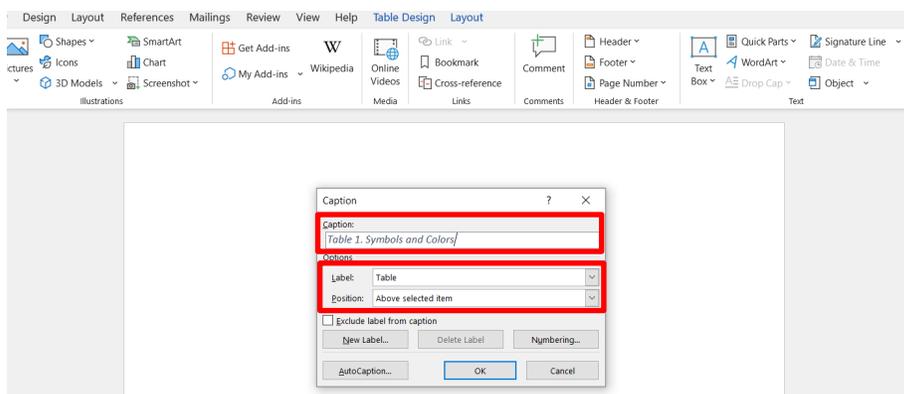
Generating a List of Tables

Here's how you do it:

1. After creating a table, click where you want the caption, go to the **References** tab, click **Insert Caption**.

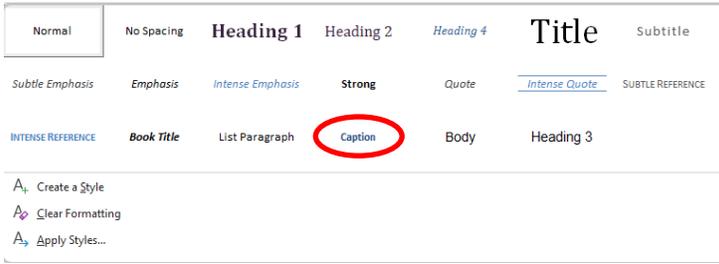


2. When the **Caption** dialog box pops up, ensure the label is set to **Table** and that it is in the correct position (above or below the table).



3. The caption will automatically begin with Table and a number (eg, Table 1 if it's the first caption inserted).
4. Type in punctuation if desired (ie, period or colon), then a name for the table. Click **OK**.

Note: The caption will appear in the document according to the style for Caption in the **Styles** gallery.

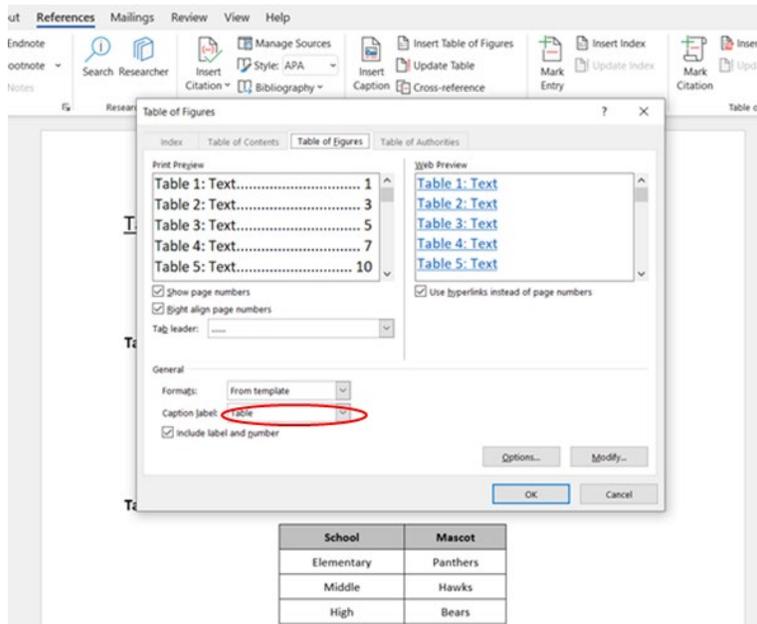


The formatting of the default Caption style can be changed by modifying it in the **Styles** gallery, or modifying it in the text, then updating the style to match the selection.

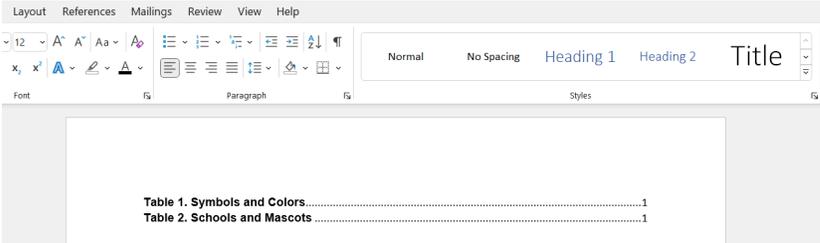
- Repeat the process for each table in your document.
- After all tables have been added, go to the **References** tab, and click **Insert Table of Figures**.



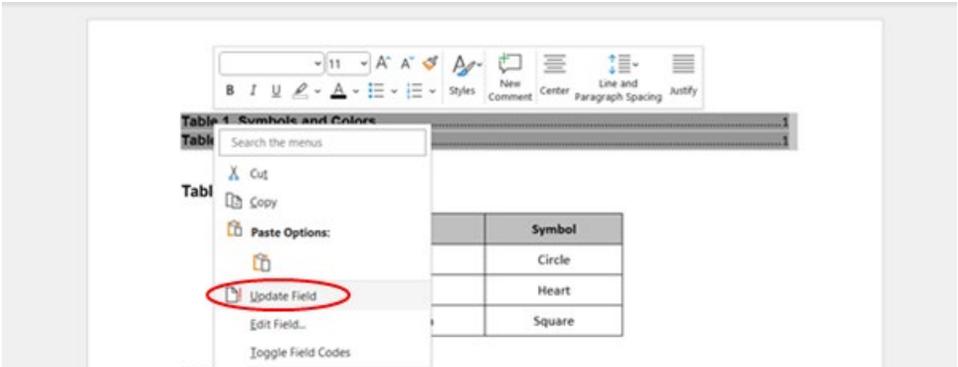
- When the Tables of Figures dialog box pops up, make sure that the **Caption Label** is set to **Table** and click **OK**.



8. A table of tables will appear showing the number and title of the tables and the page numbers where they are located.



9. If you need to update the page numbers in the table of tables, right-click on the table of tables, and click **Update Field**.



10. If you need to update the captions in the document, click CTRL + A, right-click anywhere in the document, and click **Update Field**. Then go back and update the table of tables.

Generating a List of Figures

To generate a list of figures in a document, follow the steps above, except choose **Figure** next to **Label** in Steps 2 and 7.

