Lesson 5 Inserting Captions to Pictures or Tables and Cross-Reference

Inserting Captions to Pictures or Tables.

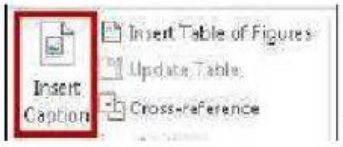
If you are writing a long document with pictures,captions can help provide additional reference to your readers (such as the captions in this guide), Captions can be added to pictures,graphics,tables,that have already been inserted into you document. To add a caption to a picture.

1. Click on the **picture** to select it.
2. 2. In the *Ribbon*,click the **Reference** tab (1).



1

3. In the *Captions* group,click on **Insert Caption (2).**



2

4. The **Caption** window will appear. Type a name of your caption in the **Caption**-field **(3).**



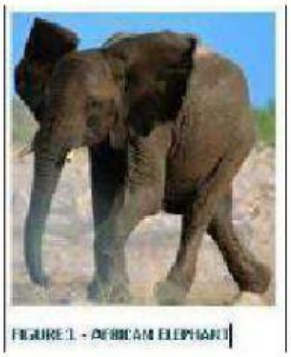
3

Note: You can choose a different label for your caption,create a new label to display,or exclude a label altogether from your caption .

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5. Click the **OK** button.

6. Your *caption* will be added to your **picture.(4)**



4

7. Click on the *text* for the *caption* to add.

Note: The process for adding captions to tables or charts is the same as adding captions to a picture.

Using Cross-Reference

Cross referencing information is helpful for when you need to direct the reader's attention to a chart,image,or section within your document. Once inserted, the cross-reference will make a note about the reference information, and can create a link to redirect the reader*(e,g, this document uses several cross-reference. Try clicking on one of the "see figure". Noted).*

You can use the **cross-reference** feature to reference captions, footnotes,endnotes,headings,and more. The following will show how to cross-reference an existing caption within the document.

1. In the document,type the text that begins the cross-reference(e.g." For more information see ...").
2. In the *Ribbon*,click the **Reference** tab (1)



1

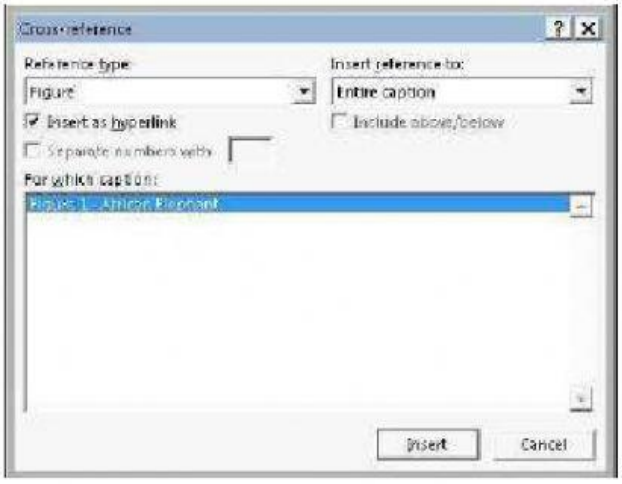
3. In the *Captions group*,click on **Cross-reference (2).**

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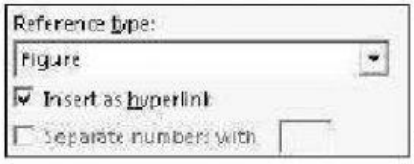
2

4. The *cross-reference* window will appear.**(3)**



3

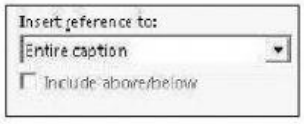
A In the **Ref***erence Type: dropdown,select a reference from the list (this example will use Figure)***(4).**



4

Note: Make sure the Insert as *hyperlink* box is checked. This will insert the cross-reference as a hyperlink so readers can click the link to be redirected.

B. In the Insert *reference* to: dropdown, select how the reference will be inserted into the text)e,g, entire caption,only label and number, only page number, etc) **5**



5

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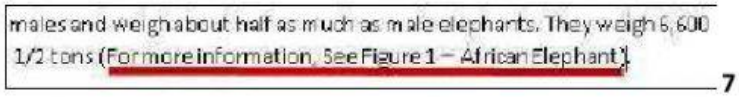
C. In the for which ...field, select the reference that will be inserted to your document. (6).



6

5. Click the **Insert** button.

6. Your *reference* will appear in your document. Click on **Close (7).**



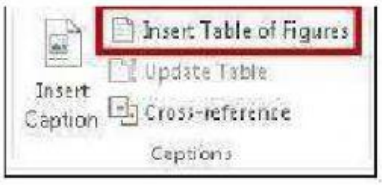
7

Insert a Table of Figures.

Similar to Inserting a ***Table of Contents***, using the *Insert Table* of Fi*gures tool* can quickly create a table that contains all of the captions and which page they appear on in your document. To insert a table of figures.

1. Click to place your cursor in the document where you want to place the table of figures.
2. In the Rib*b*on, click the **Reference** tab. 

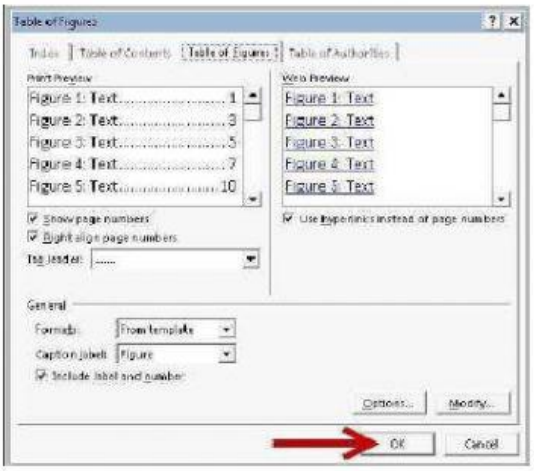
3. In the *Captions* group,click on **Insert Table of Figures.(1)**



1

4. The **Table of Figures** window will appear. Click o**n OK. (2)**

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2

5. Your ***Table of Figures*** will be inserted into your document.

Updating your Table of Figures.

To update your *Table of Figure* after it has been inserted into your document, use the ***Update Table*** **tool:**

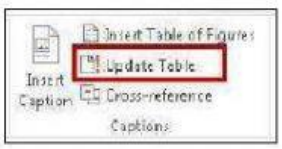
1 .Click on the *Table of Figures* to select it

2. In the ***Ribbon***,click the **Reference** tab **(1).**



1

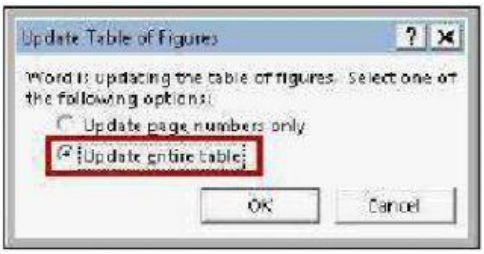
3. In the *Captions* group,click on **Update Table (2).**



2

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4. The *Update Table of Contents* window will appear. Click on **Update entire table (3).**



3

5. Click on **OK.** Your *Table of Figures* will be updated.

Note: It is recommended to select *Update* ***entire table,*** as the option will update page numbers and any additional figures added to your document.

Questions

1. **Explain the steps for cross-referencing.**

2. **Explain the steps in using the Update Table of Figures.**

3. **Explain the steps to add a caption**

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