Generating a List of Figures, Equations, Tables or Plates

A table of figures lists all of the graphics, equations, tables, plates or figures in a document. Generating a table of figures is a two-step process. For a figure to be recognized it must have a caption so you will begin by labeling all your figures with captions. Then you can create the list of figures from those captions.

Adding a Caption to a Figure, Equation, or Table

1. Click on the image you want to select then right click and choose Insert Caption from the pop-up menu.
2. Next, fill out the dialog box including the Label and Position drop-down boxes.
3. Type a name for the figure (or table or plate, etc.). You may want to add a colon (:) after the figure number.
4. Click OK.

The figure numbers will automatically update for you as you go, but if you need to manually refresh the numbering, click **Control+A** to select all then press the **F9** key.

Note: To change your caption from blue to black, highlight the caption then, in the styles gallery, locate and hover over the style named **Caption**, then right-click and select **Update Caption to Match Selection**.
Using Cross-Referencing to link body text with caption updates

Once the caption is in place, you can link it to the body text as you choose. In the previous example (on page 1), the author wrote, “Trial 1 produced very different outcomes for Series 1 and Series 2, see Figure 1 and Figure 2 below.” Here’s how to link this up:

1. Place the cursor where you would like the cross-referenced name of the figure to appear.
2. From Word’s Insert tab, click Cross-Reference.

3. In the Cross-Reference pop-up dialog:

   1. Use the Reference Type dropdown arrow to scroll down to the reference type of your choice. Some blank spaces may appear in the list of options, making it appear that you have reached the end of the list, but there are several more reference types below it (including “Figure”).
   2. From the Insert reference to: dropdown arrow, choose how much information you would like to include in the text reference.
   3. Select the caption reference to link.
   4. When finished, click Insert. You may be able to see the cross-reference added to your document. If the Cross-reference dialog box does not close automatically, click the red X to close it. Do not click “Insert” a second time as this will add a second link to your document.

To update figures and cross-references, click Control+A then the F9 key.
Creating and Updating a Table of Figures

1. Once all figures have captions, you can insert the table of figures. Simply click **Insert Table of Figures** on the **References** ribbon.

   ![Insert Table of Figures](image)

2. You will then see the **Table of Figures** dialog box. Like the **Table of Contents** dialog box, here you can customize how your table of figures will look by selecting levels and formatting them using through **Modify**.

3. Click **OK** to insert the table.

   ![Table of Figures dialog box](image)

Like indexes and tables of contents, if figures change, you can right-click the table and click **Update Field** or use the **Update Table** command on the **References** tab.

   ![Update Table command](image)

To update the figure numbers on the captions themselves (for instance, you removed Figure 3 and need to update the caption of Figure 4 to reflect the change), click **Control+A** to select all then press the **F9** key. This should update figure numbers throughout your document.