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 drop-down 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: drop-down 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

Once all figures have captions, you can insert the table of figures. Inserting a table of figures is very similar to inserting a table of contents.

1. To being, simply click place the cursor where you want your Table of Figures to appear.
2. Click References from the top ribbon of Word, then click Insert Table of Figures.
3. 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.
4. Click OK to insert the table.

Like the 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.