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 first, you will label 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. First, select the image and Control+click.
2. Choose Insert Caption from the pop-up menu.
3. In the Caption menu:
   - Use the Label drop-down box to specify whether your image is an equation, figure or table.
   - Use the Position drop-down box to specify whether you would like the caption to appear above or below the image.
   - Name the caption. (You may want to insert a colon (:) after the figure number.)
   - Click OK when finished.
4. Repeat this process for all figures, equations or tables that you would like have included in a list of tables or figures.

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 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 circle 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 individually, right-click on the cross-linked text and select **Update Field** from the pop-up menu or, for the entire document, use **Command+A** to select all before right-clicking.
Creating and Updating a List of Figures, Tables or Equations

1. To insert the list, first place your cursor in the precise location where you’d like the list to appear.
2. From the uppermost bar, click on Insert, then scroll down to Index and Tables.
3. In the Index and Tables box you can:
   - Use the Caption label box to select whether you plan to make a list of equations, figures or tables.
   - Use the Formats box to choose a style for your list. Choosing From template will match your List of Figures to the style of your Table of Contents.
   - Use the Modify series of dialog boxes to change font characteristics, spacing or indentations (see the instructions for modifying these elements within a table of contents)
4. Click OK when finished.
5. To update the list, simply delete then re-insert it.

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 Command+A to select all then right click and select Update Field. This should update figure numbers throughout your document.