CREATING A LIST OF FIGURES AND/OR A LIST OF TABLES

A List of Figures and/or a List of Tables will show all of the graphics, equations, and tables in a document. However, for an element to be recognized, it must have a caption. (NOTE: any diagram, drawing, graph, chart, map, photograph or other type of illustration in a thesis or dissertation is presented as a “figure.”)

Add a Caption to a table or a figure

Select the item and navigate to the References tab, Captions group, Insert Caption icon.

Select the appropriate Label type from the Label drop-down menu. Select the appropriate Position from the Position drop-down.

NOTE: Number and title of a table should be placed ABOVE. Number and title of a figure should be placed BELOW.

Tip: if you want to create a custom label tag, then select the New Label button and type in the label name to be used.
Numbering will be automatic. However, you can click on the **Numbering** button to choose different numbering formats.

**Tip:** in order to restart caption numbering, you will need to add a section and modify the numbering for that particular section.

**After** all the captions have been added, generate a **Table of Figures** by selecting **Insert Table of Figures** from the **Captions** group on the **References** tab of the Ribbon.

**Tip:** navigate to the page in your document where you want the Table of Figures to be displayed.

From the **General** group of the dialog box, select the **Caption label** drop down menu and choose the label type to be used in the Table of Figures.

**Tip:** if you want the figures to be integrated with the regular Table of Contents, then set the properties in the **Table of Contents Options** box to include “Caption.”