

Microsoft Word - Creating-Captions



Creating Captions.

Captions are helpful to associate images with text that refers to them.

You can either use preset captions or create your own custom caption for your document.

Caption Preview:

Why did the man cross the road? – The restaurant was on the other side....

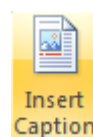


Feed me!!! 1 ← **Caption.**

Inserting a Caption.

1. **Select** the image that you wish to apply a caption.
2. **Click** on the **References** tab.
3. **Click** Insert **Caption** button.

References



4. Label “figure” is the default setting, select to customise label options.

5. The default setting for numbering captions is “1,2,3”

It is possible to customise number sequence e.g. “**A,B,C** or **I,II,III**”

6. Click **Ok**.

