



## How to force Word to recompute image numbers?

Asked 7 years, 8 months ago   Active 26 days ago   Viewed 43k times



19



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This question was [migrated](#) from Stack Overflow because it can be answered on Super User. [Migrated](#) 7 years ago.

I have a word document containing images and tables. These have captions which are numbered, like "Image 1-Example of something". Later on I decided to rearrange some of chapters of my document. However numbering of objects remained the same, so the first image is image 8, the second is image 3, etc.

I want to force Word to recompute image numbering so first image in document would be image 1, the second - image 2, etc.

Is that possible? Will references (added through cross reference feature) to those objects be updated?

microsoft-word

edited Apr 10 '12 at 22:02

user16115

asked Apr 9 '12 at 20:43



Vojtech Ruzicka

293 1 3 8

Can't imagine this would work, but have you tried copy/pasting the entire document to a new one? – Jonathan Payne Apr 9 '12 at 20:52

### 11 Answers



You need to update all references in your document. To do so select all of the document ( **Ctrl** + **A** ) then press F9.

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- 1 If you have a list of figures in the document, you need to press F9 twice, first to update the figure numbers, and then again to update the list properly. – [Jezzamon](#) Oct 28 '16 at 11:49
- 



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Word 2011 for Mac updates these field values for the whole document before printing. You don't actually have to print the file but just open and close the print dialog via `File --> Print... --> Cancel`. Don't know if this works for all versions.

answered Apr 10 '12 at 21:53

[user16115](#)

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This worked for me whereas `command+A`, then F9 did not do anything. I just printed as a PDF and magically all the figures were correctly numbered (Word Mac 2011, 14.4.9) – [orbeckst](#) Jun 5 '15 at 6:35

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This worked for me also, where `command+A` then F9 didn't work. F9 fixed the cross-references to the figure numbers, but it didn't reorder the figure numbers themselves. This trick did. Thanks! – [Brionius](#) May 2 at 23:58

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Crazy, this still seems to be the only way to force a reload for label... – [Rico](#) Sep 17 at 8:43

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I've just come across a scenario where Word had decided that the second figure in my document was Figure 1, and that the first one was Figure 2, and that there was nothing I could do to persuade it otherwise.

The eventual solution turned out to be,

1. Select the second figure and its caption and cut it.
2. Update fields with F9.
3. Paste the figure and caption back in.
4. Update the field in the newly-pasted caption.

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Flyto

506 1 5 13



2



If Track Changes are turned on and tables, figures, and associated captions have been modified, I found I had to accept those changes before the suggestions above worked.

answered Feb 5 '15 at 7:15



Altamont

21 1

This turned out to be very useful for me. I had deleted a floating shape containing a Figure caption with Track Changes turned on. The figure caption was still kept in the document, and was causing an "invisible" figure number to stay in the document at the point of deletion. – [Jace J McPherson](#) Oct 23 '18 at 22:46



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To update the things containing references, like the table of contents or cross-references, select the document contents and press F9.

Of course, this will not work if you numbered the captions by hand, instead of letting Word do the counting.

answered Apr 10 '12 at 9:54



Arseni Mourzenko

1,670 5 19 38



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Update field may not always be linked to F9. In some cases the shortcut is shift+alt+cmd + U, though right clicking generally works

answered Apr 20 '18 at 15:18



Eoghan

11 1



I know this might seem late and old, but I would like to share this:

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I think the only downside in this is you must do for each figure/table, but it works.

Frank

answered Nov 9 at 11:46



Daji

11 1



I had to combine the answer given by bytesum with the other solutions.

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1. open the print dialogue (updates the numbers in the captions)
2. select all and press F9 (updates the references to these captions)



edit: i am using word 2011 (mac)

answered Feb 27 '15 at 16:07



5mark

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Why would you open the print dialogue to update image numbers? – [HelloGoodbye](#) Aug 25 '16 at 9:25



The other way in case your **F9** key doesn't work (i.e. remote desktop to pc platform from a mac) use **Ctrl** + **A** then right click and select "update field !"

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edited Mar 3 '16 at 0:55



techraf

4,368 11 19 33

answered Feb 16 '16 at 19:15



Barb

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Control-A then F9 will only work if you have added the captions using the add caption option when right clicking the image. If you have added lines manually saying "figure 1 - blah blah" then word won't renumber them because they are just another line of text. You can tell which captions are added and managed by word and which are aren't by toggling on field codes. I do this by hitting control o then right

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Captions which have been created by word will now look something like "Figure {SEQ Figure \* ARABIC} - blah blah" instead of having a number. If your captions do not show this then Word won't renumber them, erase them and replace them with captions created using the Insert Caption option.

answered Dec 2 '16 at 10:43



GdD

171 4

First you need to select **all** and **only** images :

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let consider your images have caption starting like this : "*Figure #nb* ",

1. Select the word *Figure* from any caption you want,
2. go to Home tab,
3. Editing->Select->Select text with similar formatting,
4. press the *F9* keyboard.

edited May 1 '18 at 18:37



Toto

6,824 13 15 30

answered May 1 '18 at 18:11



BrainabilGH

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