**To Have Word Magically Number Figures, Tables**

[Based on Word 2007 on a PC; advice available for Macintosh -- just ask.]

Figure : To have Word magically number your figures for you

1. Type the name of the figure.
2. Click in front of the name of the figure.
3. On Reference tab on top of screen, click Insert Caption.
4. Under Options: Label, select Figure.
5. Click OK.
6. Add a space and/or a colon if necessary. Be tidy and consistent.

As you move figures around, the numbers will change magically, and they will show up in the list of figures if you create the list in the suggested manner.

At the beginning of the report, if you want a list of figures that is separate from the list of tables, create a new style for one of them.

Table : To have Word magically number your tables for you

1. Type the name of the table.
2. Click in front of the name of the table.
3. On Reference tab on top of screen, click Insert Caption.
4. Under Options: Label, select Table.
5. Click OK.
6. Add a space and/or a colon if necessary. Be tidy and consistent.

As you move tables around, the numbers will change magically, and they will show up in the list of tables if you create the list in the suggested manner. (See To Create a List of Tables and/or Figures.)

For tables or figures in appendices, use the appendix’s letter with each table or figure title: Table A1 or Figure B-2. Be consistent in whether title has a hyphen, space, colon or period between letter and space.

1. In the appendix, put the cursor where you want the start of the table title to be.
2. In the References ribbon, click on Insert Caption in the center.
3. Instead of using the default Table label, click New Label
4. Name the label for Appendix A “Table A”
5. Click OK and the label should appear with the automatic number in the paper and then you type the name of the table there. Be consistent with any punctuation from table title to table title.

**Format the Caption style**

Go to Home tab’s Styles section. Click on tiny arrow in bottom right corner of Styles section to open Styles pane. Right click on the ¶ to the right of Caption and select Modify. At the

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very minimum, change the type size to 12 point bold and the color to black. In the bottom left corner, click on Format: Paragraph. On the Line and Page Breaks tab, click keep lines together and keep with next.

Figure 1 becomes Figure 1

To reduce the white space between the title and the figure or table, in the Styles pane, Right click on the ¶ to the right of Caption and select Modify. Under Format: Paragraph: Indents and Spacing, set the spacing after to 2 or 3 pt. Ten points is too much, Bill.