Prepared by Sook Kim, 27/04/2023.

Tutorial on automatic Tables/Figures referencing

Here’s the scenario. You carefully include cross-referencing here as in-line text (See **Error! Reference source not found.**).

Table 1. Title here

|  |
| --- |
| You have a table here. Then, you delete it to update it. Then, your caption disappears! |

If automatic Table referencing system is not in place, you may encounter this error. Manual updating can be tedious. To avoid this frustration, you may consider some sort of automation in numbering reference for Figures and Tables. Follow the steps below.

# Copy the table with the caption.

|  |
| --- |
| Table 1 Descriptive Statistics |
| Your content can be updated without loss of caption! |
| Note: |

One way to get around the problem is that you could **use Caption in a table**. Copy the table above. If you paste the table, you’ll notice that the Table number is not updated, and shown as “Table 1”.

# To update the Table number, highlight the “Table 1”. Then, press F9.

|  |  |
| --- | --- |
| **Before** | You will notice the number 1 is shaded (shown in grey). This is called “field”. Word stores values in the field. |

By pressing F9, Word automatically updates the field by assigning a sequential number.

F9 works in Windows. *In Mac*, press Fn+F9 or Option+Cmd+Shift+U.

**After**

See below.

|  |
| --- |
| Table 2 Descriptive Statistics |
|  |
| Note: |

Practise again. Copy the table and update the field to see if it works.

# Heading

|  |
| --- |
| Table 3 Descriptive Statistics |
|  |
| Note: |

Insert another table here.

|  |
| --- |
| Table 4 You can just type here to edit the table title. |
|  |
| Note: |

To update all fields, select all (Ctrl + A) then press F9.

# Adding cross-reference in the text

To add the Table number in the text, go to menu, Insert tab > Cross-reference. See below.

|  |  |
| --- | --- |
| Then navigate to find Cross-reference: |  |

The component is shown below (Table 5).

If you highlight the cross-reference, you can verify that it is a field (shaded), and the value will be automatically updated.



# Caveat

Be careful not to get mixed up with caption and cross-reference. The two fields look different!

|  |  |
| --- | --- |
| Caption in tables | Cross-reference (in the text) |
| Field is the number only, “1”. | Field is “Table 5”. |

# Figures

Figure titles can be placed at the bottom of the graph. Again, copy the pre-set Table below which will automatically update Figure number when F9 is pressed.

|  |
| --- |
|  |
| Figure 1 Life satisfaction by gender |

Another..

|  |
| --- |
|  |
| Figure 2 Distribution of household income |

# Practise cross-referencing figures

Note that cross-referencing MUST be done using Word’s field. If you prefer, you may try a shortcut, press these four one at a time: **Alt + S + R + F**. Do not press all at the same time. It should bring the window like below.

|  |  |
| --- | --- |
|  |  |
| Figure 3 Histogram of … | |

The distribution of something is shown below (Figure 3).

# Remove borders

Click on the margin of the table. Use Table Design to access Table Styles. Update them as necessary. Once you remove borders in Table Styles, ALL your tables will be updated globally! When the report is in good shape, you may apply this tweak at the end.

I hope it helps!