

# Formatting your Thesis/Dissertation in Word 2007



---

Information Technology

---

presented by  
Client Support Services  
Division of Information Technology  
University of Wyoming

# Table of Contents

---

<b>STYLES</b> .....	3
Using the Quick Styles Gallery .....	3
Applying Styles .....	5
Creating a Style .....	8
Adding a Style to the Quick Styles Gallery .....	10
Editing an Existing Style .....	12
<b>SECTION BREAKS</b> .....	14
Working with Section Breaks .....	14
Inserting a Next Page Break .....	15
Formatting a Section .....	16
Inserting a Continuous Break .....	17
Inserting an Odd/Even Page Break .....	18
Modifying a Section Break .....	18
Inserting a Manual Page Break .....	19
<b>CHANGING THE DOCUMENT MARGINS</b> .....	21
<b>PAGE NUMBERING</b> .....	23
Inserting Page Numbers using the Gallery .....	23
Creating a First Page Header/Footer .....	24
Alternating Odd and Even Headers/Footers .....	25
Setting the Starting Page Number .....	27
<b>CREATING A TABLE OF CONTENTS</b> .....	29
Generating a Table of Contents .....	30
Removing a Table of Contents .....	31
Updating a Table of Contents .....	32
<b>CREATING A TABLE OF FIGURES</b> .....	34
Inserting a Caption .....	34
Inserting a Table of Figures .....	35
Updating a Table of Figures .....	37

# STYLES

## Using the Quick Styles Gallery



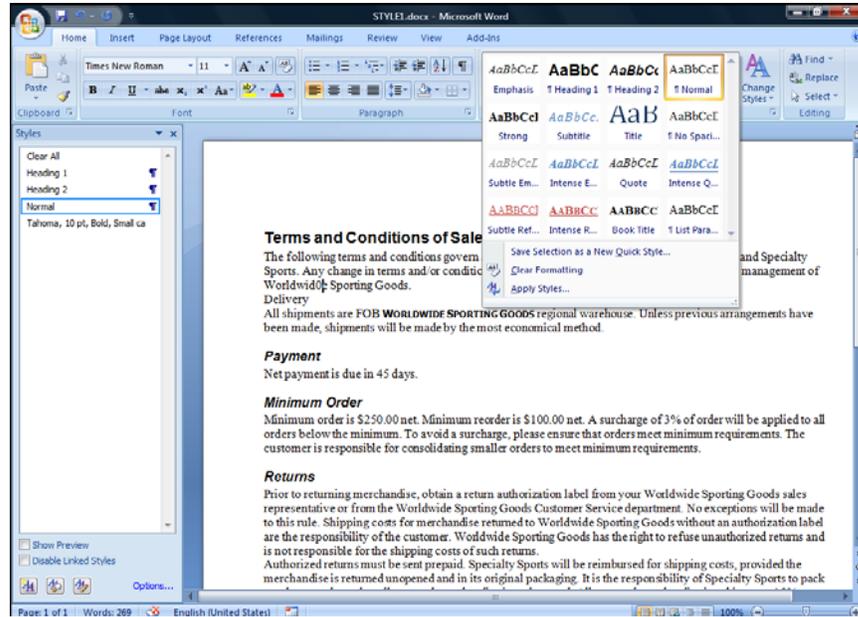
### Discussion

A style is a group of formatting attributes that are saved with a style name. Styles make it simple to format text and paragraphs consistently. For example, if you format the subtitles in your document with a Tahoma 28-point font, small caps, and 16 points of space above and below the subtitle, you can create a style containing these attributes. Thereafter, you can easily format a new subtitle in one step, simply by applying the style to selected text.

There are three types of style: character, paragraph and linked paragraph, and character. You can apply styles as you type, or you can apply styles to existing text. Applying a style adds all the formatting attributes contained in that style to the selection.

The **Quick Styles** gallery, located in the **Styles** group on the **Home** tab, provides a rapid method of previewing and applying styles to selected text. Furthermore, Word provides predetermined sets of styles that work together well. These are called **Style Sets** and are applied to an entire document. You can choose an appropriate style set for your document and the styles that make up the style set are then made available in the **Quick Styles** gallery.

You can also open a Styles window by selecting the Styles dialog box launcher on the **Home** tab menu. Unlike the Font and Paragraph dialog boxes, the Styles window can be left open while you access other options. It can also be docked on either side of the document area by dragging it off to one side or the other.



*The Quick Styles gallery*



The **Quick Styles** gallery is laid out in a number of rows. You can see the entire gallery by using the scroll buttons on the right of the gallery or by clicking on the **Quick Styles Gallery** list button.



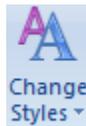
The style of the currently selected text is highlighted in the **Quick Styles** gallery on the **Home** tab and in the Styles window if it is open.

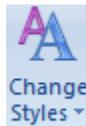


## Procedures

1. Select the **Home** tab.
2. Select the **Styles** dialog box launcher .
3. Pick up the Styles window so that it can be repositioned in a convenient location.
4. Drop the Styles window in a convenient location.

5. To view the style applied to specific text, position the insertion point in the desired text.
6. To find all text formatted with a specific style, right-click the style you want to find in the **Quick Styles** gallery.
7. Select the **Select All # Instance(s)** option.
8. Position the insertion point elsewhere in the document to deselect the text.
9. Close the Styles window.



10. Select the **Change Styles** button  in the **Styles** group on the **Home** tab.
11. Select the **Style Set** option.
12. Hover the pointer over any style set to preview the formatting.
13. Select a style set to apply to the document.

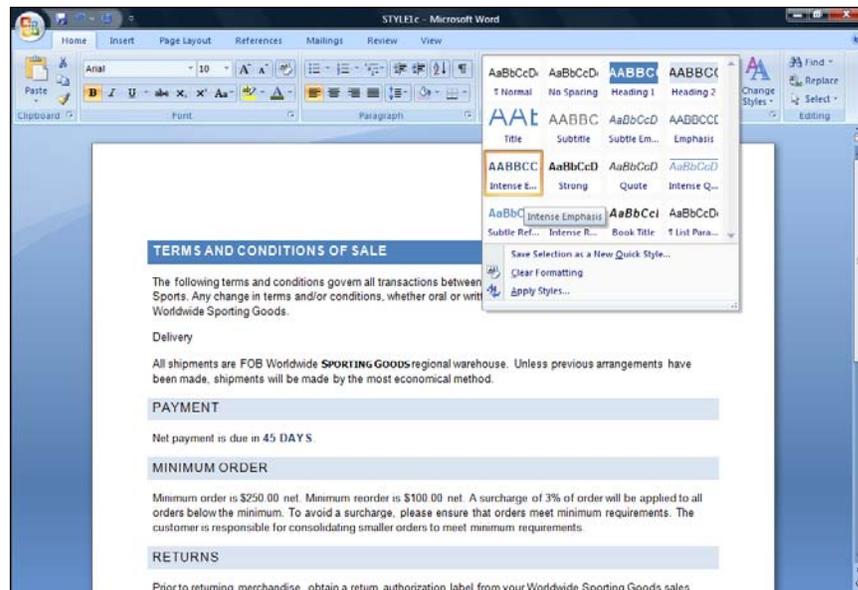
## Applying Styles



### Discussion

The **Quick Styles** gallery enables you to quickly apply an existing style to selected text. This helps to ensure that all the headings, subheadings or paragraphs of text in a document are consistent in appearance and will remain consistent if a style is updated later.

You can apply any of the many styles already set up in Word 2007, or you can apply any styles that you have created or modified.



*The expanded Quick Styles dialog box*



Another good reason to apply styles to your document is that it allows you to benefit from other features in Word 2007. For example, applied styles allow you to quickly create a Table of Contents that can then be easily updated, or to use Outline View to get an overall view of the structure of your document.



When exploring the list of styles available, you can hover the pointer over any style to see it previewed in your document. The style is only applied when you click to select it. If you accidentally click the style, you may not always notice that a change has been made. Although this action can be undone, be careful to only click when you mean to apply a style.



## Procedures

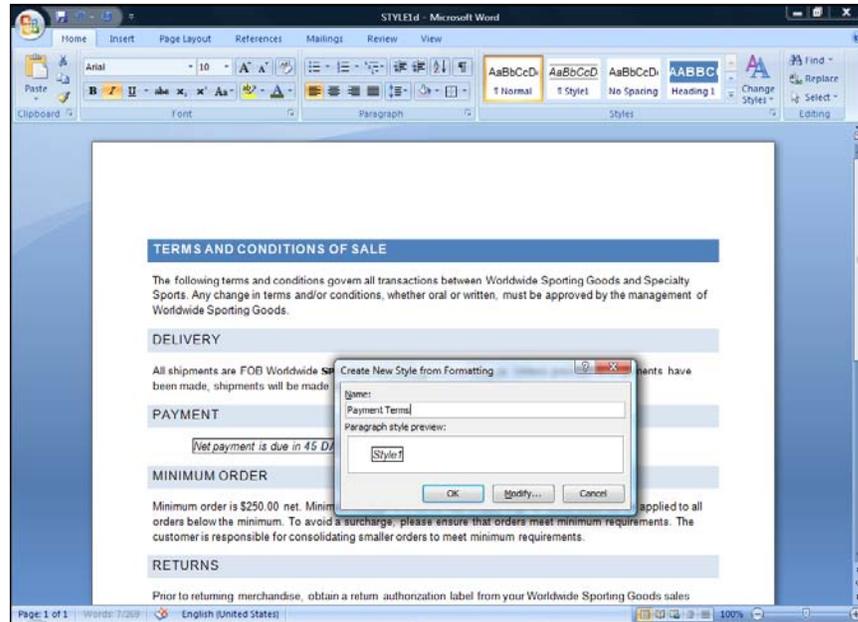
1. Select the **Home** tab.
2. Click in the paragraph that you want to apply a style to.
3. Click the required style in the **Quick Styles** gallery.
4. Drag to select the text that you want to apply a style to.
5. Release the mouse button.
6. Click the **More** button  to view the styles available.
7. Click the required style.
8. Click in the document to deselect the text.

## Creating a Style



### Discussion

The **Quick Styles** gallery provides a number of styles, organized into style sets, for you to use. These have been designed to offer a wide range of attractive and functional options for you to use in various circumstances. However, you may wish to create a new style in order to present some text in a particular way.



*The Create New Style from Formatting dialog box*



The new style will be available only within the document in which you create it. To make the new style available to other documents as well, select the **Manage Styles** button in the Styles task pane, then select **Import/Export** to access the **Organizer**.



## Procedures

1. Select the **Home** tab.
2. Drag to select the text that you want to apply a new style to.
3. Release the mouse button.
4. Format the text as desired.
5. Point to the selected text.
6. Click the right mouse button.
7. Point to the **Styles** option.
8. Select the **Save Selection as a New Quick Style...** option.
9. Type a name for the new style in the **Name** text box.
10. Select **OK**.

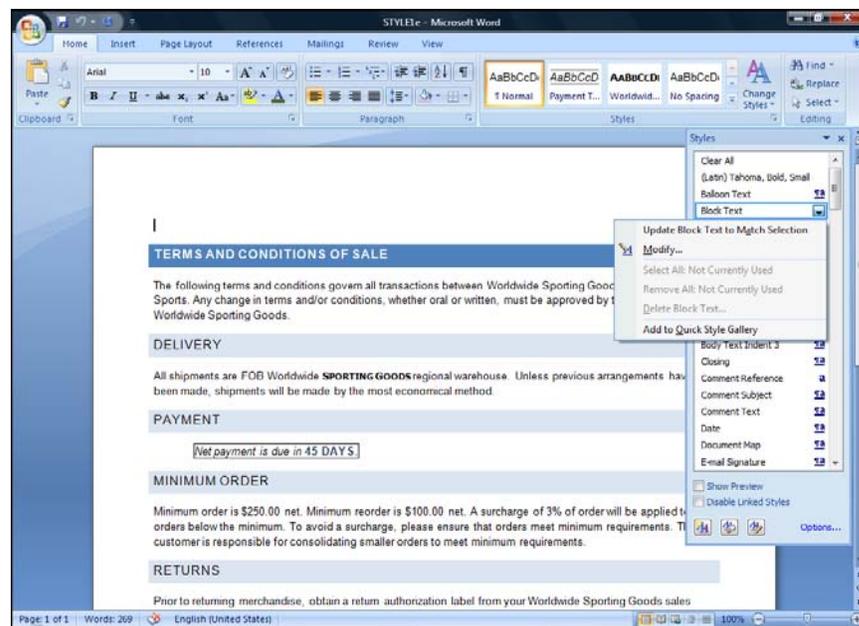
## Adding a Style to the Quick Styles Gallery



### Discussion

The **Quick Styles** gallery, located in the **Styles** group on the **Home** tab, provides a rapid method of previewing and applying styles to selected text. Word populates this gallery from its extensive library of styles, of which there are over 200 to choose from. When you select a different Style Set to use with your document, the **Quick Styles** gallery is repopulated with the styles associated with the selected Style Set.

You can also add a style to the **Quick Styles** gallery, perhaps one that you use regularly but does not appear in the gallery or one that you have created yourself, or one that has been removed and you want to replace.



*The options pop-up for styles*



In the Styles task pane, the styles are listed with an icon to the right of each. These signify the style type, character styles being marked with , paragraph styles with  and linked paragraph and character styles with .



When exploring the list of styles in the Styles task pane, you can examine the style specification by pointing to a style name. When doing this you can also access the options menu by clicking the list arrow that appears on the right of the highlighted style.

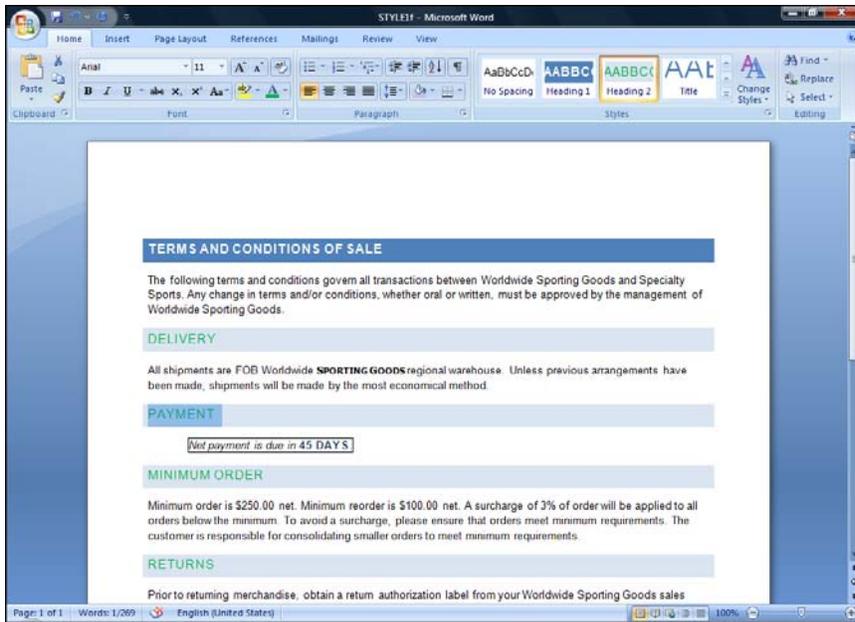


When exploring the list of styles in the Styles task pane, if you click on a style, the style is immediately applied to the text that is selected or to the paragraph in which the insertion point is located. Be sure to right-click instead, unless you want the style to be applied to the document immediately.



## Procedures

1. Select the **Home** tab.
2. Select the **Styles** dialog box launcher .
3. Select **Options...**
4. Select the **Select styles to show:** list.
5. Select the **All styles** option.
6. Select **OK**.
7. Activate the shortcut menu for the desired style in the Styles window by right clicking on the desired style.
8. Select **Add to Quick Style Gallery**.

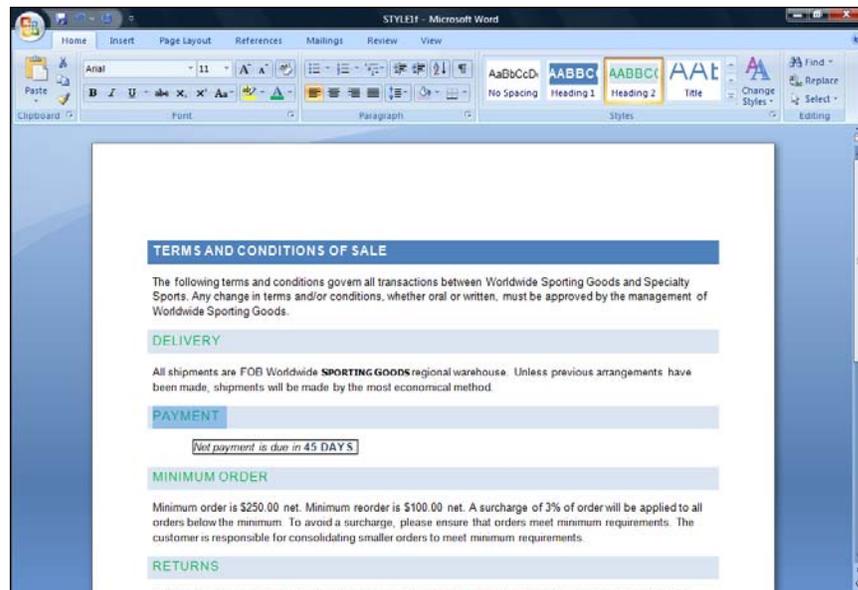


## Editing an Existing Style



### Discussion

The **Quick Styles** gallery provides many styles for your use, organized into style sets designed to suit different purposes. You can also create entirely new styles. However, there may be times when you wish to adjust or edit an existing style within a document in order to meet a particular formatting need.



*Edit an existing style*



When you edit a style, all text formatted with that particular style will be updated automatically. Before proceeding, think about whether you want the change to apply throughout the document, or just in one instance.



## Procedures

1. Select the **Home** tab.
2. Drag to select any text with the style that you want to edit.
3. Release the mouse button.
4. Format the text as desired.
5. Point to the style in the **Styles** group on the **Home** tab.
6. Click the right mouse button.
7. Select the **Update [Style] to Match Selection** option.

# SECTION BREAKS

## Working with Section Breaks

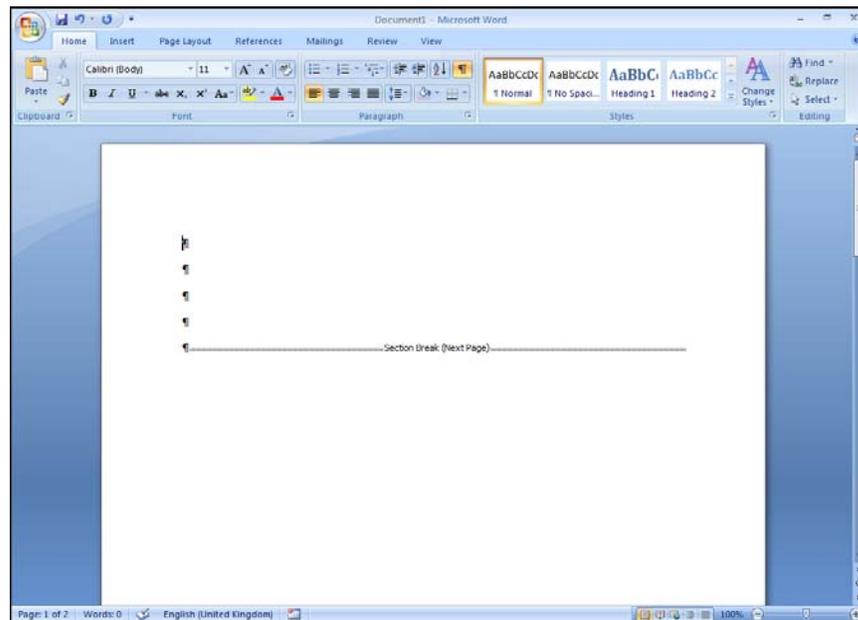


### Discussion

A section is a portion of a document and can include as little as one paragraph or the entire document.

Usually, you create a section in order to format it differently from the rest of the document. If you want to change the margins, page layout, page orientation, column formats, page numbering, or headers and footers within part of a document, you can do that within a new section.

In **Print Layout** view, a section break is only visible when you show the formatting marks. In **Draft** view, a section break is always visible. It appears as a double dotted line in the document and is identified by the words **Section Break**, followed by the type of break in parentheses.



*A Next Page section break in Print Layout view*



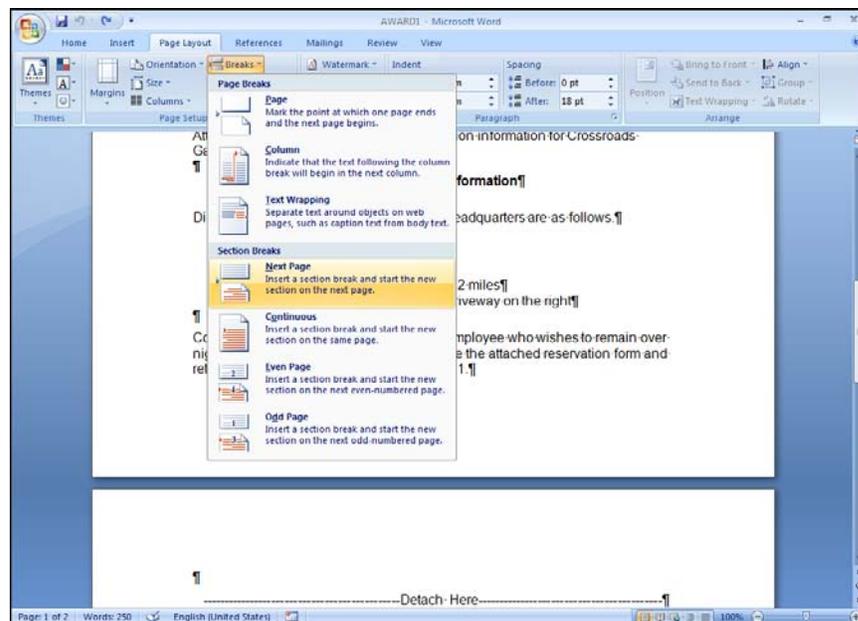
You can review section formatting by opening the **Reveal Formatting** task pane (available via the **Style Inspector** task pane) and expanding the **Section** heading. In addition, you can click the **Margins, Layout, Paper, or Header and Footer** heading in the **Reveal Formatting** task pane to open the Page Setup dialog box.

## Inserting a Next Page Break



### Discussion

You can create a section that starts from a new page by inserting a **Next Page** section break. For instance, you may need to print one page of a document in landscape orientation and the rest of the document in portrait orientation. To perform this task, you can create one or more **Next Page** sections and adjust the page layouts for each section as desired.



*The Section Breaks menu*

## Formatting a Section



### Discussion

After you have created a new section, you can set different margins, page layouts, page orientations, column formats, page numbering, headers, and footers for each section in the document.

Section formatting is stored in the **Section Break** mark found at the end of each section.



Many of the dialog boxes used to create page formats contain an **Apply to** list from which you can choose how you want the page format to be applied. The choices can include **Whole Document**, **Selected text**, **This section**, or **This point forward**.



You can copy and paste section breaks to reproduce the section formatting in another area of the document.



Before you apply any page formatting, the insertion point must be positioned in the section you want to format.



### Procedures

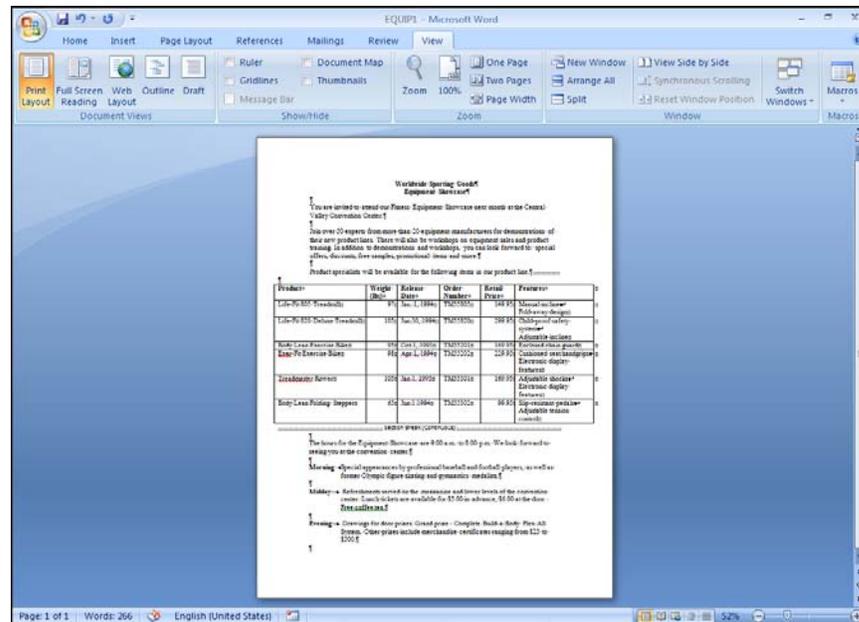
1. Position the insertion point in the section you want to format.
2. Select the **Page Layout** tab.
3. Select the launcher arrow button  in the **Page Setup** group.
4. Select the desired tab.
5. Select the desired options.
6. Select the **Apply to** list .
7. Select the desired option.
8. Select **OK**.

## Inserting a Continuous Break



### Discussion

To create a new section on the same page as the previous section, you must insert a **Continuous section break**. You would use this type of break to create multiple layouts on the same page. For instance, you might insert a **Continuous** section break to add newspaper style columns to one part of a page.



Continuous sections with different margins



### Procedures

1. Position the insertion point where you want to begin the new section.
2. Select the **Page Layout** tab.
3. Select the **Breaks** button  in the **Page Setup** group.
4. Select the **Continuous** option. and

## Inserting an Odd/Even Page Break



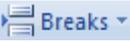
### Discussion

You can create an **Even Page** section break to begin a new section on the next even-numbered page or an **Odd Page** section break to begin a new section on the next odd-numbered page. For instance, you might want to begin the first page of each chapter on an odd-numbered page.

If necessary, Word prints a blank page to force the section to the next even-numbered or odd-numbered page.



### Procedures

1. Position the insertion point where you want to begin the new section.
2. Select the **Page Layout** tab.
3. Select the **Breaks** button  in the **Page Setup** group.
4. Select the **Odd Page** or **Even Page** option.

## Modifying a Section Break



### Discussion

You can use the Page Setup dialog box to change the type of section break used in a document. Additionally, you can change the format of a section by modifying its margins, orientation, or layout.

You must position the insertion point within the section you want to modify in order to change the section type or formatting.



You can also open the Page Setup dialog box for a section by double-clicking the section break below the section you want to modify or by selecting a **Section** attribute heading in the **Reveal Formatting** task pane.



## Procedures

1. Position the insertion point in the section you want to format.
2. Select the **Page Layout** tab.
3. Select the launcher arrow button  in the **Page Setup** group.
4. Select the **Layout** tab.
5. Select the **Section start** list .
6. Select the desired option.
7. Select **OK**.

## Inserting a Manual Page Break

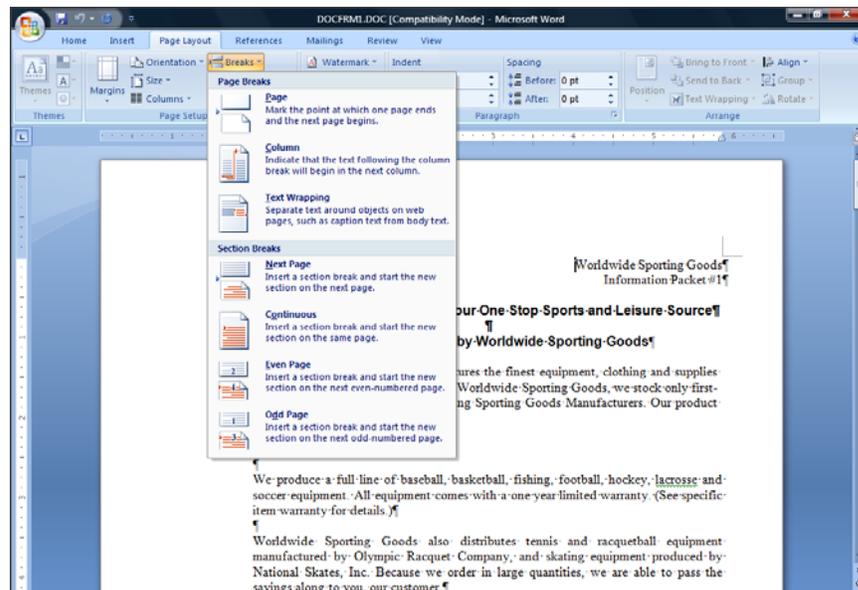


### Discussion

When typed text exceeds the number of lines that will fit on a page, Word inserts an automatic page break. There may be times, however, when you want to insert a page break manually. For example, you may want to keep a heading with the text below it. Word provides this capability.

You can distinguish an automatic page break from a manual page break by its appearance in the document. In **Draft** view, an automatic page break appears as a dotted line. A manual page break, on the other hand, displays the words **Page Break** in the middle of a dotted line.

If you add or remove text or alter the page layout in any way, automatic page breaks adjust accordingly; manual page breaks do not.



*Inserting a manual page break*



To insert a manual page break, position the insertion point where you want to begin a new page and press the **[Ctrl+Enter]** key combination.

## CHANGING THE DOCUMENT MARGINS



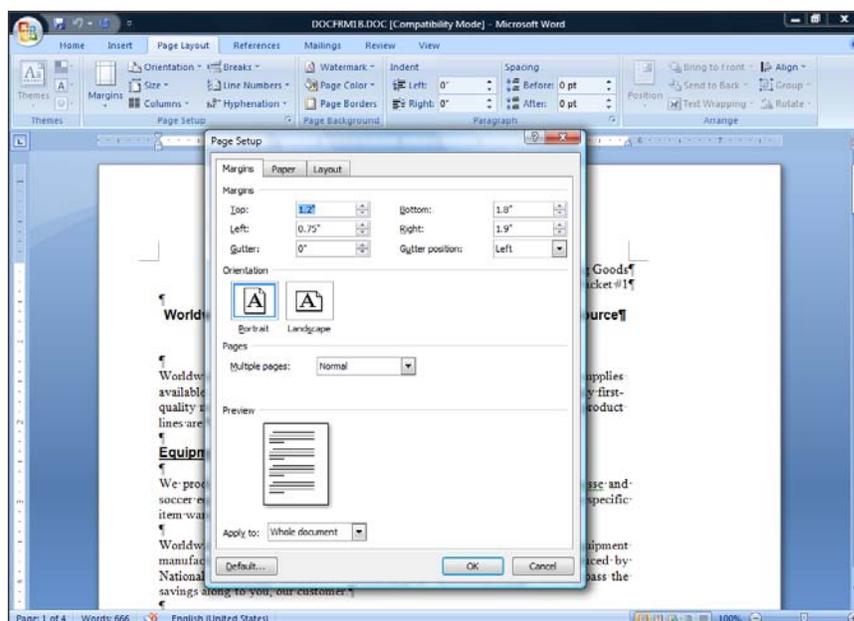
### Discussion

Margins define the typing area on a page. They control the amount of blank space between the text and the top, bottom, left, and right edges of the paper. By default, margins are measured in inches. The larger the margin measurement, the smaller the typing area. For example, if all the margins are set to .5 inch, there is a half-inch of blank space on all edges of the page. You can select different dimensions for the top, bottom, left, and right margins, if desired.

You can modify margins on the **Margins** tab in the Page Setup dialog box. You can use the margin spin boxes to select the margin width or you can type the desired width directly into the box.

The **Margins** tab offers several other options. The two **Gutter** options provide additional space at the top or side margin to prevent text from being hidden when a document is bound.

The **Multiple pages** list provides several options for managing large documents, including **Mirror margins**, which sets opposite margins for facing pages in two-sided documents. The **2 pages per sheet** option splits a single document page into two horizontal or vertical pages, each containing the same margin settings. This option can be used to create a folded page handout, such as a flyer. If you wish to print a booklet with multiple pages, you can use the **Book fold** option.



*Changing the document margins*



You can also use the horizontal and vertical rulers in **Print Layout** view to change margins. Point to the border between the blue and white areas of the ruler until the ScreenTip indicates **Left Margin**, **Right Margin**, **Top Margin**, or **Bottom Margin** and then drag the border. Holding the **[Alt]** key as you drag displays the measurements on the ruler.



You can change the default measurement unit by selecting the **Advanced Word Options** using the **Office** button. You can select inches, centimeters, millimeters, points, or picas.



In the **2 pages per sheet** option, the pages are split horizontally for a portrait orientation and vertically for a landscape orientation. When you select the **Book fold** option, Word automatically landscapes the document. In addition, the **Sheets per booklet** option appears, so that you can select the number of sheets a booklet will contain.



## Procedures

1. Select the **Page Layout** tab.
2. Select the **Margins** button in the **Page Setup** group..
3. Select the **Custom Margins...** option.
4. In the **Top** spin box, enter the desired top margin.
5. In the **Bottom** spin box, enter the desired bottom margin.
6. In the **Left** spin box, enter the desired left margin.
7. In the **Right** spin box, enter the desired right margin.
8. Select **OK**.

# PAGE NUMBERING

## Inserting Page Numbers using the Gallery

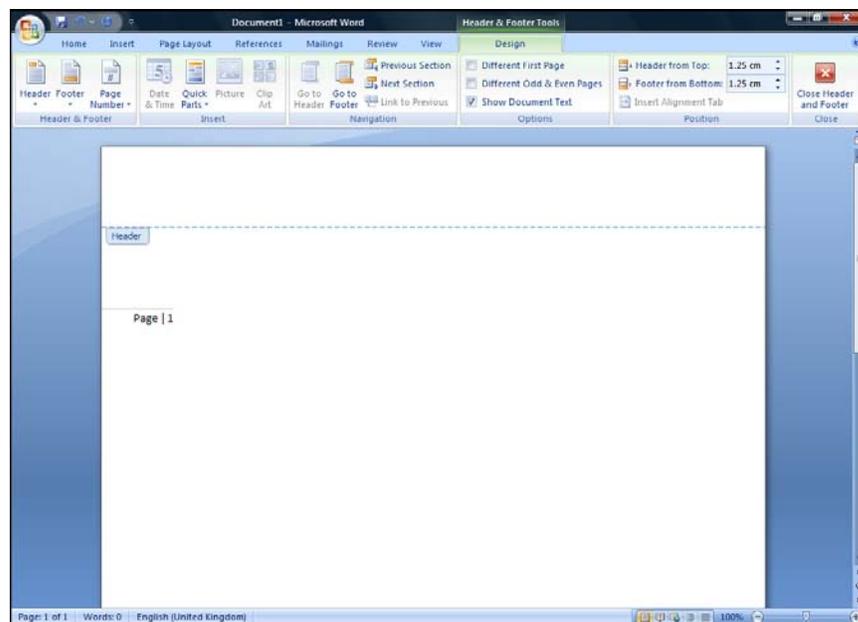


### Discussion

If you want a document to contain page numbers, Word can automatically number each page and will then keep the numbering updated as you edit the document. You can insert a page number into the header or the footer, or into the left or right margins of the document.

Word provides a variety of styles and formats from which you can choose, but once you have selected one then you can edit the results to suit your needs. You can also add extra text; for example, if you have inserted a plain number you can then type in the word **Page**.

You can see the headers and footers in your document when working in **Print Layout** view. They will appear to be grayed-out, as you cannot edit them from the body of the document. You can edit the page numbers through the headers and footers.



*Inserting the page number*



Word will only allow you to insert one page number in each location; i.e. if you already have a page number in the header and attempt to add a second one, it will replace the first). However, it will allow you to insert a page number in each of the three locations available (header, footer and side margins), so be careful that you do not end up unintentionally duplicating the page numbers.



## Procedures

1. Select the **Insert** tab.



2. Select **Page Number** in the **Header & Footer** group.
3. Point to the relevant option depending on the required location of the page numbers.
4. Select an option, based on the desired location and style.



5. Click **Close Header and Footer**.

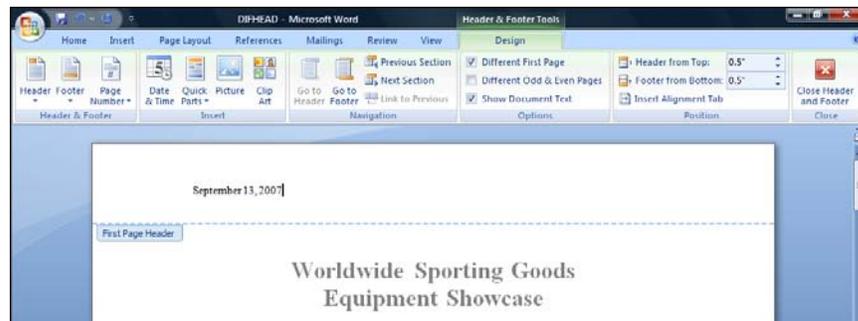
## Creating a First Page Header/Footer



### Discussion

In many documents, the first page has a different header and footer than the rest of the document. If you have a title page on which you do not want to display the header or footer, you can choose to have a different first page header or footer.

You can use the **Previous Section** and **Next Section** buttons on the **Header & Footer** toolbar to navigate between the different headers and footers.



*Creating a first page header*



## Procedures

1. Select the **Insert** tab.



2. Select the **Header** button or **Footer** button in the **Header & Footer** group.
3. Select the **Edit Header** or **Edit Footer** option.
4. Select the  **Different First Page** option in the **Options** group.
5. Enter the **First Page Header** or **First Page Footer** content as desired.
6. Select the **Next Section** button in the **Navigation** group to display the next Header area.
7. Enter the **Header** or **Footer** content as desired.

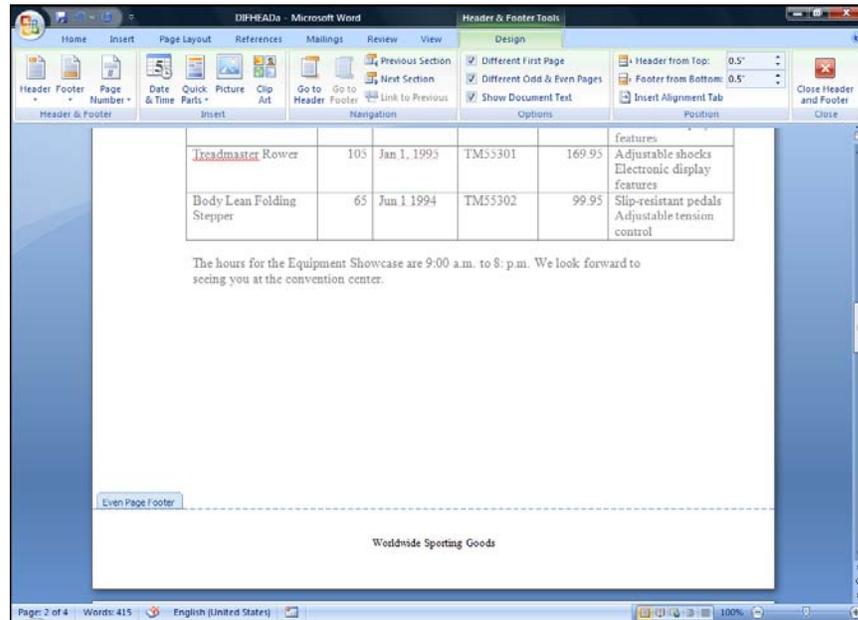
## Alternating Odd and Even Headers/Footers



## Discussion

Documents that are printed on both sides and bound in book form contain facing pages. You can create different header and footer content for odd- and even-numbered pages. For example, you can alternate your page numbers by left-aligning the page number for even page footers and right-aligning the page number for odd page footers. You can also create odd and even headers and footers that contain different text.

You can use the **Previous Section** and **Next Section** buttons on the **Header & Footer** toolbar to navigate between the different headers and footers.



*Creating an even page footer*



## Procedures

1. Select the **Insert** tab.



2. Select the **Header** button or **Footer** button in the **Header & Footer** group.

3. Select the **Edit Header** or **Edit Footer** option.

4. Select the  **Different Odd & Even Pages** option in the **Options** group.

5. Select the **Next Section** button or **Previous Section** button in the **Navigation** group to display the **Even Page Header** area, if necessary.

6. Enter the **Even Page Header** or **Even Page Footer** content as desired.

7. Select the **Next Section** or **Previous Section** button in the **Navigation** group to display the **Odd Page Header** area.
8. Enter the **Odd Page Header** or **Odd Page Footer** content as desired.

## Setting the Starting Page Number

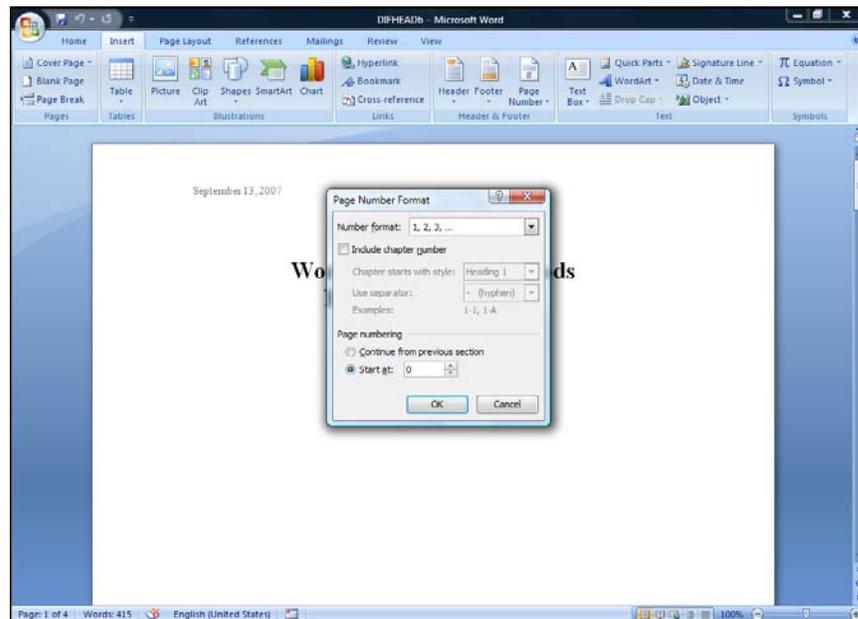


### Discussion

The Page Number Format dialog box allows you to select a number format other than the default option of **1, 2, 3**. Options include letters and Roman numerals. It also enables you to add chapter numbers to the page numbers, based on the heading styles. You can also control the page numbering by specifying at what number you wish the page count to begin.

Although Word automatically starts numbering pages at page 1, you can start the page numbering for your document at a different page number. If your document is to be inserted at page 5 in a larger document, you can start your first page number at 5 so that the page numbers in the header or footer agree with the final printed document.

You may also want to reset your page numbers if your document contains a cover page. Page numbers are usually not printed on the cover page of a document, and the cover page is not usually considered part of the page count. Therefore, you may want the second page of the document to be page 1 rather than page 2. You can do this by designating the starting page number of your document (the cover page) as 0; then, the next page will be considered page 1.



*The Page Number Format dialog box*



If your document contains several front pages that you do not want included in the page count, you should use section breaks to control the page numbering and the numbering styles.



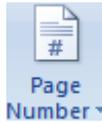
The Format Page Number dialog box is also available from the **Header & Footer Tools** tab.



## Procedures

1. Select the **Insert** tab.



2. Select the **Page Number** button  in the **Header & Footer** group.
3. Select the **Format Page Numbers** option.
4. Select the **Number format** list .
5. Select the desired format.
6. Select the  **Start at** option under **Page numbering**.
7. Enter the desired starting page number in the **Start at** spin box .
8. Select **OK**.

## CREATING A TABLE OF CONTENTS



### Discussion

Many long documents (such as manuals, reports, books, and theses) include a table of contents to help readers find information. A table of contents lists the topics and subtopics in the document and usually includes the starting page number of each. (Page numbers are not always included in shorter documents.)

A table of contents also makes it easier to navigate a long document on screen. Each heading in the table of contents is a hyperlink to the actual source text in the document. Holding [Ctrl] as you click any heading automatically takes you to that heading in the document.

Developing a table of contents entails defining the topics and subtopics you want to include, specifying its appearance, and finally, compiling the table of contents itself. Creating a table of contents manually can be a very time-consuming process.

The **Table of Contents** feature, however, makes creating a table of contents quick and easy, because it formats and generates the table of contents automatically. Word 2007 provides a gallery with many **Table of Contents** styles from which you can choose. Word generates a table of contents from topics and subtopics to which heading styles, outline levels, or user-defined styles have been applied. You can also mark the text you want to include in the table of contents and then generate the table of contents from the marked text.

Generally, a table of contents appears at the beginning of a long document. If you create a new section for a table of contents, you can format it differently from the rest of the document. You can use a different type of page number (Roman numerals as opposed to Arabic numbers, for example), set different margins, and/or modify its headers and footers.



If you have included an index and/or a table of figures in the document, you should generate them before you generate the table of contents, so that those sections will be included in the table of contents. If you add these at a later time you can regenerate/update the table of contents to include them.

## Generating a Table of Contents



### Discussion

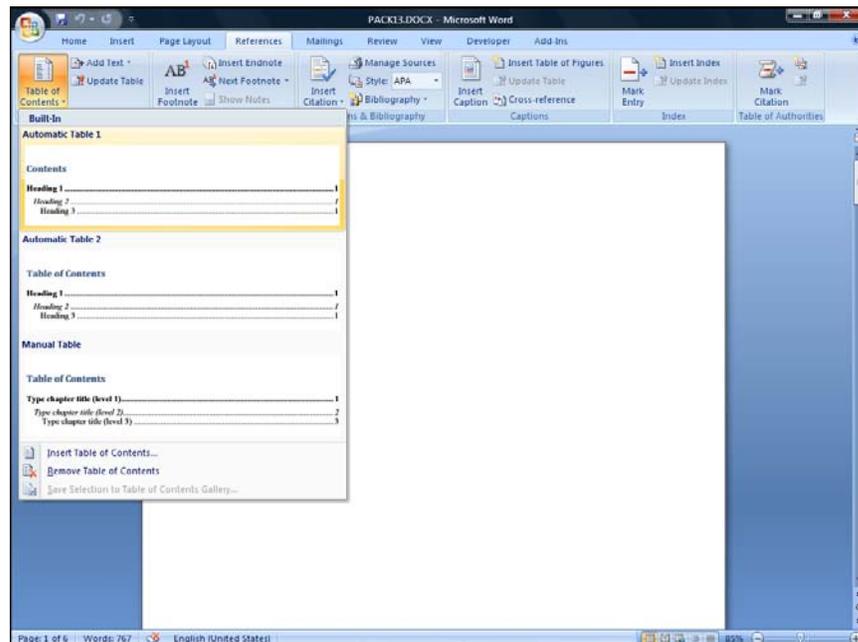
The most efficient way to create a table of contents is to apply the built-in heading styles, **Heading 1** through **Heading 9**, to the topics and subtopics in a document. Each of these heading styles is recognized by Word as a table of contents entry.

When you build a table of contents based on document styles, Word automatically selects the complete text of each heading and inserts it into the table of contents, along with the page on which it appears, if applicable. You can align page numbers to the right margin and include a tab leader, if desired. A tab leader is a series of characters (usually periods) that appear between the last character in the table of contents entry and the page number, as shown in the following example:

Introduction....1

You can specify the number of levels you want the table of contents to display; although the default is three, you can select up to nine levels.

Word provides several different table of contents formats from which you can choose. Each format displays the various table of contents levels with different indentations and/or font styles. Word uses a **TOC** style to format each level in a table of contents. For example, first level headings in a table of contents use the **TOC 1** style, second level headings use the **TOC 2** style, etc. You can design your own table of contents formats by modifying the predefined **TOC** styles.



*Inserting a Table of Contents*



Table of contents entries are also hyperlinks. Holding the **[Ctrl]** key as you click a table of contents page number moves the insertion point to the corresponding document text



## Procedures

1. Position the insertion point in the document where you want the table of contents to be inserted.
2. Select the **References** tab on the **Ribbon**.



3. Select **Table of Contents** from the **Table of Contents** group.
4. Select the Table of Contents style you want to use.

## Removing a Table of Contents



### Discussion

If you are not satisfied with the table of contents or, simply wish to remove it, Word lets you delete a table of contents easily.

Built-In	
<b>Automatic Table 1</b>	
<b>Contents</b>	
Heading 1 .....	1
Heading 2 .....	1
Heading 3 .....	1
<b>Automatic Table 2</b>	
<b>Table of Contents</b>	
Heading 1 .....	1
Heading 2 .....	1
Heading 3 .....	1
<b>Manual Table</b>	
<b>Table of Contents</b>	
Type chapter title (level 1) .....	1
Type chapter title (level 2) .....	2
Type chapter title (level 3) .....	3
Type chapter title (level 1) .....	4
 <a href="#">Insert Table of Contents...</a>	
 <a href="#">Remove Table of Contents</a>	

*The Table of Contents gallery*

## Updating a Table of Contents



### Discussion

Once a table of contents has been generated, additional editing changes can make it incorrect or incomplete. For instance, if you insert manual page breaks or add or delete enough text to affect the page breaks, the page numbers in a table of contents may become incorrect. Adding, deleting, or rewording headings can also make the table of contents incorrect.

After you have made changes to a document, you can quickly update the existing table of contents, rather than having to create and format a new one. You can choose to update the entire table or only the page numbers.



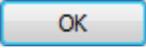
You can use right-click in to the left or right of the table of contents to open the shortcut menu. Then, select **Update Field** to open the Update Table of Contents dialog box.



You can also update a table of contents by positioning the insertion point in the table of contents and pressing the **[F9]** key. This opens the Update Table of Contents dialog box.



## Procedures

1. Select the **References** tab on the **Ribbon**.
2. Select **Update Table** button  **Update Table** in the **Table of Contents** group.
3. Select the desired update option.
4. Select the **OK** button  .

# CREATING A TABLE OF FIGURES

## Inserting a Caption

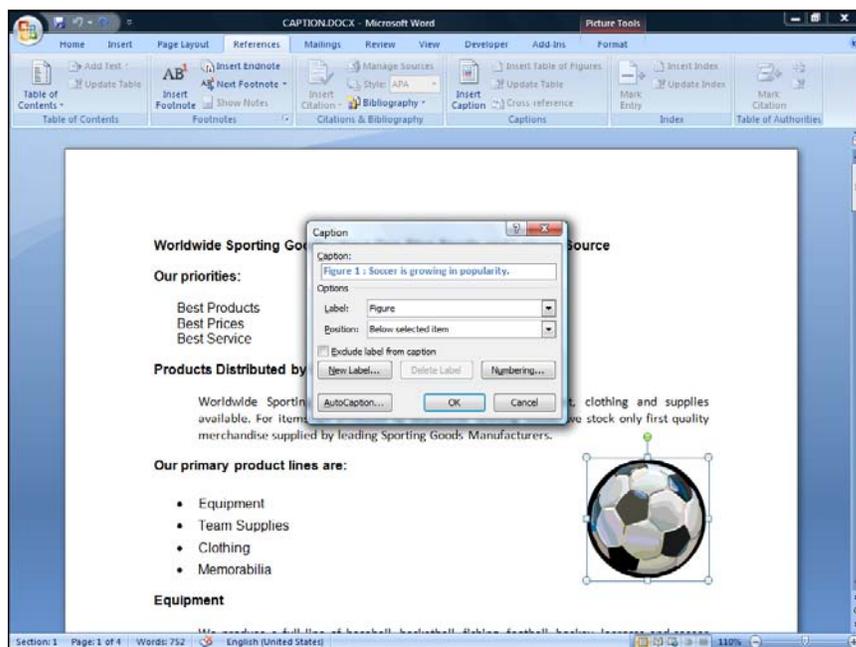


### Discussion

If you have created a document that contains images as well as text, you may want to add captions to those images in order to describe or explain them. A caption is text linked specifically to an image which, is separate from the main text of the document. They are often used to provide extra information and to help the reader correctly identify or interpret the image.

If you have used a lot of images, or if you are creating a more formal style of document, then you will also want to number the captioned images so that you can better organize and present them. Word 2007 provides an easy way to do all of this through the **Captions** feature.

You can also caption tables, equations, and other items using the same method.



*Inserting a caption*



By default Word 2007 begins a caption with **Figure 1** (for images), **Table 1** or **Equation 1**. You can change this default text. Select **Exclude label from caption** if you do not want to include the label. Select **New Label** to create a different label or, select **Numbering** to change the style from numbers to letters or roman numerals.



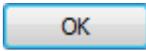
If you are using a style set or template provided by Word 2007, then the **Caption** style will be automatically applied to any captions you create.



## Procedures

1. Select the item to which you want to add a caption.
2. Select the **References** tab on the **Ribbon**.



3. Select the **Insert Caption** button in the **Captions** group.
4. Type the desired caption, including any punctuation to appear after the label.
5. Select .

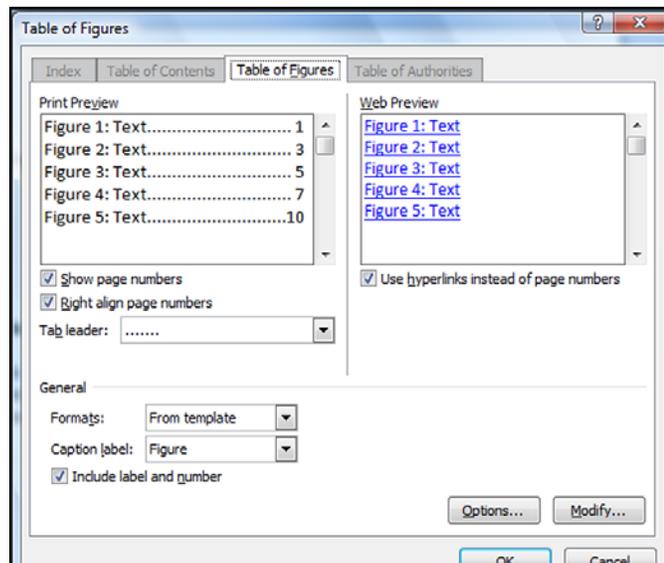
## Inserting a Table of Figures



### Discussion

If you have a number of captioned items in your document, you might find it useful to include a Table of Figures so that readers can easily locate them. Captioned items can include figures (images), tables, and equations.

The Table of Figures feature provides a list of those items, along with page numbers. In effect it functions as a table of contents that looks only at a very specific type of content. It relies on the information already provided through the Captions dialog box.



*The Table of Figures dialog box*



Word provides a complete and formatted Table of Figures. The dialog box, however, also gives you the opportunity to fine-tune it. You can adjust the presentation of the page numbers, or decide not to include them. You can choose formats based on the document template or other existing styles such as **Classic**. You can also decide whether to include the label and number, or not.

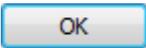


While it is called Table of Figures, this function can also be used to provide a Table of Tables, a Table of Equations, or a table of any captioned items.



## Procedures

1. Position the insertion point where you want to insert the Table of Figures.
2. Select the **References** tab.

3. Select the **Insert Table of Figures** button  in the **Captions** group.
4. Select .

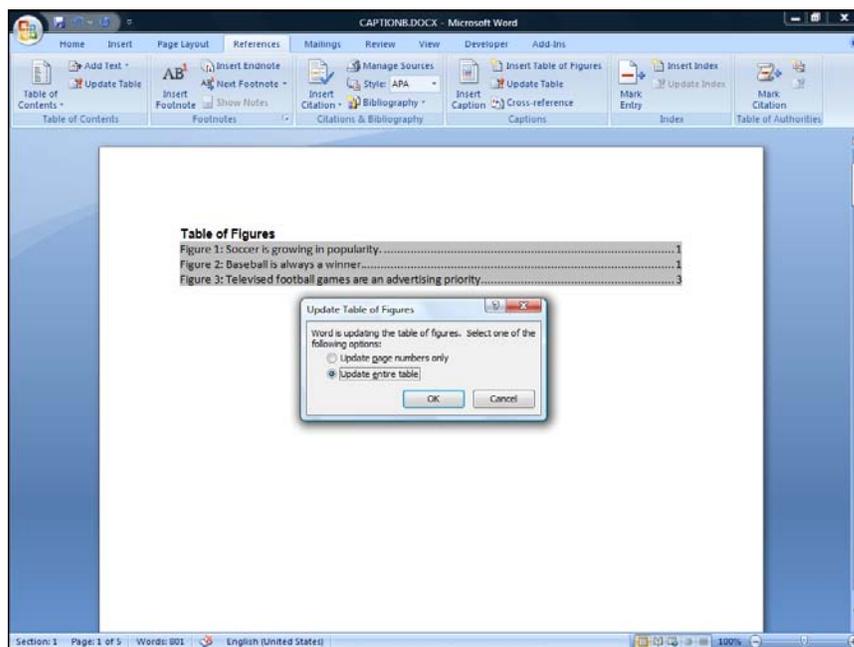
## Updating a Table of Figures



### Discussion

Once you have inserted a Table of Figures in your document, it provides a list of the captioned items. The page numbers, caption labels and information drawn from the actual captions are also included by default. If your document is a dynamic one, however, new captioned items may be inserted, the existing captions may be edited, and, the page numbering will often change.

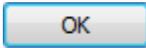
Word 2007 enables you to update a Table of Figures quickly to reflect any changes. Depending on the situation, you may choose to update either the page numbers only or the entire table.



*The Update Table of Figures dialog box*



## Procedures

1. Position the insertion point anywhere within the Table of Figures to select it.
2. Select the **References** tab.
3. Select the **Update Table** button  in the **Captions** group.
4. Select the desired option to update the entire table or only the page numbers.
5. Select .