

Creating captions

A caption is an explanation or description of an object in your document, such as a table, diagram or image.

Rather than type in captions manually, use Word's caption feature, which includes automatic caption numbers. It will also allow you to build a table of figures easily, and even create cross-references.

A caption is made up of two parts:

Label This identifies the type of object. Word provides three default labels – **table**, **figure** and **equation**, but you can add labels of your own, such as **chart**, **image** etc.

Number The number is applied automatically, and is updated as you add or delete captions. You can also enter a description of the object directly into the box.



Tip: Caption text is formatted using the **Caption** style, which you can modify in the same way as any other style.