Task 4.5   Inserting captions

Captions should be inserted using Word's *Caption* function and not simply typed in manually.

Choose your *Label* type from the drop-down list. Positioning can be above or below the object.

If you do not like Word's default labels, you can create your own using the **[New Label]** option. For example, you could add the labels Chart, Diagram or Image.

Try this...

1.   With the file *intro_chapter1.docx* open, press **Ctrl** and **End**.

2.   Scroll up and click anywhere in the table beginning *Hypothesis*.

3.   Click on the *References* tab and in the *Captions* group, click on *Insert Caption*.

4.   Click on the down arrow at *Label* and select *Table* if it is not already selected.

5.   In *Caption*, click after *Table 1* and type
        : A summary of the evolutionary hypotheses

6.   At *Position*, ensure that *Above selected item* is selected.

Although it is possible to change the position of the caption, it is better to retain Word's default setting since this activates an attribute that keeps the caption and the object together.

7.   Click on **[OK]** to finish.

8.   Click in the table beginning *Block 1* and repeat steps *3* to *7* to add the caption
        : Reference memory errors data table.

9.   Scroll up to page *7* and click on the image below the paragraph beginning *Mental rotation test*.

10.   Click on *Insert Caption* on the *References* tab.

11.   At *Label*, select *Figure*.

12.   In *Caption*, click after *Figure 1* and type
        : Mental rotation test

13.   At *Position*, ensure *Below selected item* is selected.