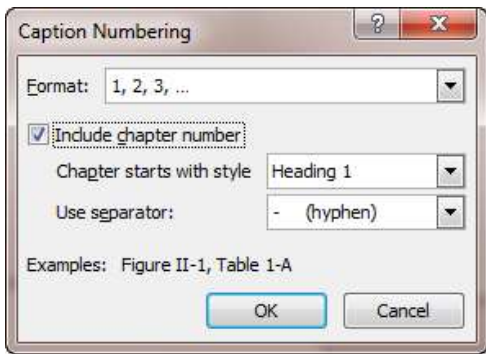



Task 4.6 Editing caption numbering

You can change the numbering format for captions, even after you have inserted them. If you have numbered headings, you can also add chapter numbers.



From the **Caption Numbering** dialog box, select the **Heading** style the numbering is to be taken from, and the separator you require.

Try this...

1. On page 7, select the *caption* for **Figure 1**. To ensure you select the full caption, move your mouse to the left of the caption until the cursor changes to , then click.
2. Click on **Insert Caption** on the **References** tab.
3. Click on **[Numbering]**, and in the **Caption Numbering** dialog box, click **Include chapter number**.
4. Ensure that **Chapter starts with style** is set to **Heading 1** and click **[OK]** and **[OK]** again to finish.
5. Scroll down to the caption for **Table 1**.
6. Select the caption and repeat steps 2 to 4 to change the numbering for the **Table** label to include the chapter number.

All existing captions using the Table and Figure labels will be updated to include the chapter number. If you insert captions with another label type, you will need to modify the numbering to include the chapter number in these as well.