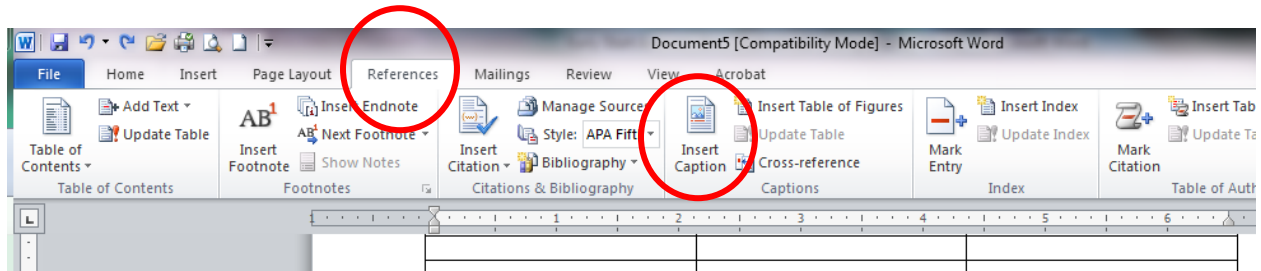
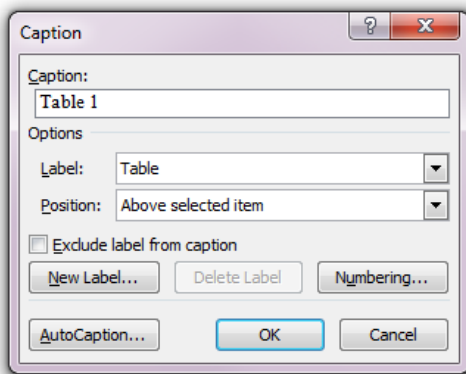


# Adding Captions to Figures/Tables

1. Select the object (table or figure)
2. Select **Reference** tab



3. On the **Reference** submenu, click **Insert Caption**



4. In the **Label** box, select the type of label type
5. In the **Position** box, specify the placement of the label. Captions should be placed above tables and below figures.
6. In the **Caption** box, insert any additional information
7. Click **OK**

The caption is inserted as a field. This means the numbering will update automatically. This simplifies things if you need to rearrange your document.