## Adding Captions to Figures/Tables

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

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Add Text ~ Add Text ~ Table of Contents ~	AD		Insert	Manage Source Style: APA Fift Bibliography *		Insert Table of Figures Update Table	Mark Entry	Mark Citation
Table of Contents	Footnotes	5	Citations	& Bibliography		Captions	Index	Table of Auth
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3. On the Reference submenu, click Insert Caption

Caption	? ×				
Caption:					
Table 1					
Options					
Label:	Table				
Position:	Above selected item				
Exclude	abel from caption				
Numbering					
AutoCapti	DN OK Cancel				

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.