PRODUCTIV

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Inserting a Caption in a Document

When you insert images, tables and other objects in your document, you can insert a caption to it. A **caption** can be used to identify or describe the object in your document.

<u>Click here</u> to know how to insert caption in your document.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Word

Inserting a Caption in a Document		
MS Word 2003	MS Word 2007	
1. Select the object you want to add a caption to.		
2. On the Insert Menu, select Reference then choose Caption	2. On the References tab, in the Captions group, click Insert Caption .	
<u>I</u> nsert F <u>o</u> rmat <u>T</u> ools T <u>a</u> ble <u>W</u> indow <u>H</u> elp	Document1 - Microsoft Word Picture Tools	
Break Page Numbers Date and Time AutoText Field Symbol Comment	Home Insert Page Layout References Mailings Review View Format Add Text * AB1 insert Endnote Table of Contents * Footnote Show Notes Table of Contents Footnote Show Notes Footnotes Citations & Bibliography Captions Captions	
Reference Footnote		
Web Component Caption		
Picture Cross-reference		
Diagram Index and Tables		
3. Caption dialog box will pop up.		

	Caption ? X
	Caption:
	Figure 1
	Options
	Label: Figure
	Position: Below selected item
	Exclude label from caption
	New Label Delete Label Numbering
	AutoCaption OK Cancel
-	In the Position box, specify the placement of the label (Above or below the selected item). In the Caption box, insert any additional information you would like to have for the object. Click OK .
	Options
	Label: Figure
	Position: Below selected item
	Exclude label from caption
	New Label Delete Label Numbering
	AutoCaption OK Cancel
5.	Notice that the caption is automatically added in your object.



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