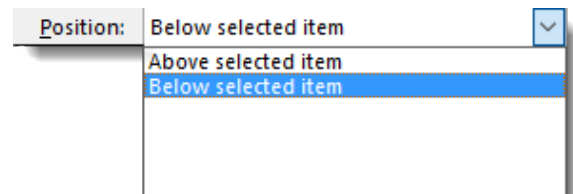
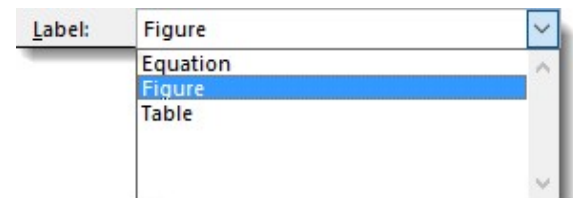
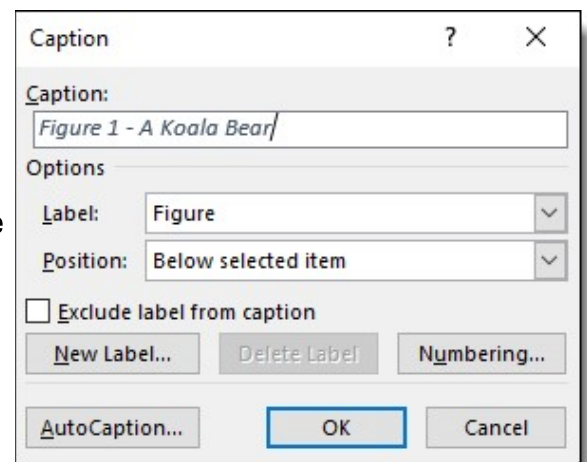
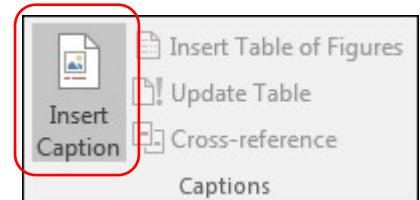


## Adding captions to images and tables

### Adding a caption to an image or table

1. Select the object you want to add a caption to.
2. Click the **References** tab, then click on **Insert Caption**, located in the **Captions** group. This will open the **Captions** dialog box.
3. Your cursor should be flashing ready to add your caption in the **Caption:** field.
4. Press your spacebar to add a space between the caption number and your text.
5. Type your text into the **Caption:** field.
6. The **Label:** field should already have correctly defaulted to the type of object you are labelling: **Figure** for images, or **Table** for tables. If the label is incorrect, you can select the type you need from the drop-down list.
7. The **Position:** field will be set to **Below selected item**.



You can change this option when you are adding a caption to an image.

8. Click **OK** to finish.



Figure 1 - A Koala Bear

ITEM	NEEDED
Books	1
Magazines	3
Notebooks	1
Paper pads	1
Pens	3
Pencils	2
Highlighter	2 colours
Scissors	1 pair

Table 1 Stationery order