

Creating a Table of Figures/ Table of Tables

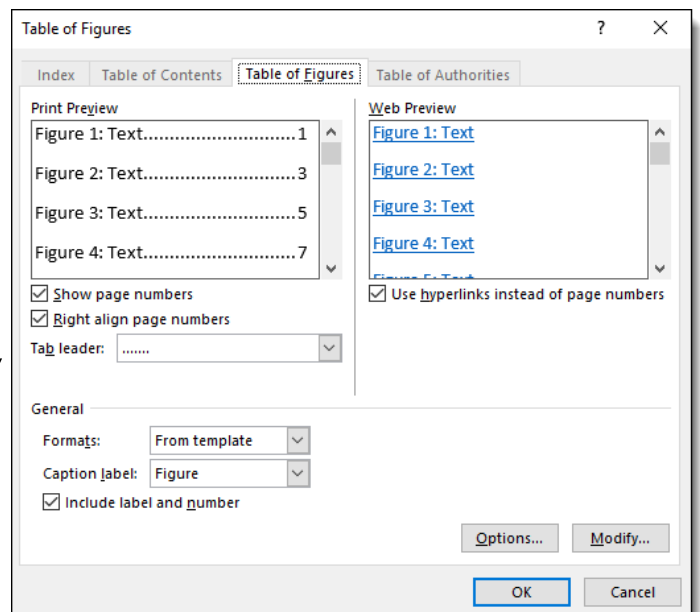
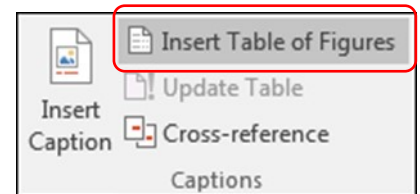
A Table of Figures and/or a Table of Tables typically appear at the front of a document just after the Table of Contents. They list the images or tables in the document that have been labelled with captions. Any diagram, drawing, chart, map, photograph or other type of illustration in a dissertation or thesis is presented as a 'figure'.

Creating a Table of Figures

1. Add captions to each of your pictures, charts and other illustrations.
2. Position the cursor where you would like the **Table of Figures** to appear.
3. Click the **References** tab, then click **Insert Table of Figures**, located in the **Captions** group. This will open the **Table of Figures** dialog box.
4. Select how you would like the table of figures to appear e.g.:
 - With or without page numbers
 - With or without a tab leader
 - Right aligned or not right aligned.
5. When you are happy with your selection, click **OK** to finish.

Note:

See the help sheet entitled '**Adding captions to images and Tables**' if you have not yet added captions to the images and tables that you want to appear in your Table of Figures/Tables.



Creating a Table of Tables

A Table of Tables is created in the same way, except at **Step 5**, choose **Table** from the drop-down **Caption label:** field in the **Table of Figures** dialog box.

