PRODUCTIV**IT**Y

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.

Click here to know how to insert caption in your document.

Word

Inserting a Caption in a Document
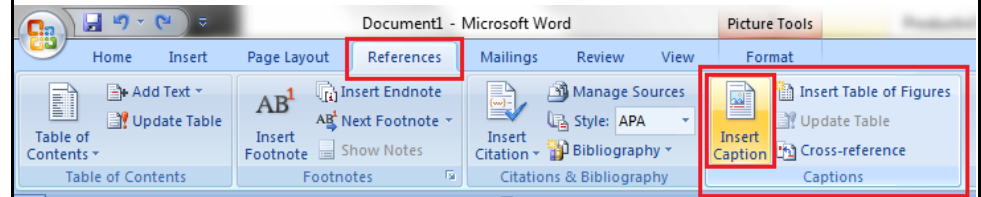
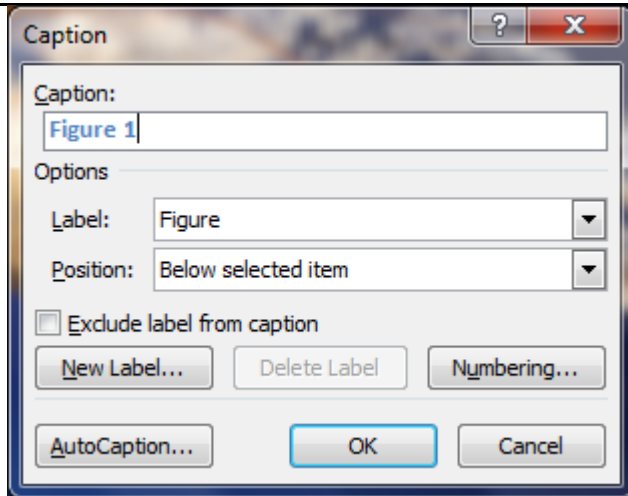| MS Word 2003	MS Word 2007
1. Select the object you want to add a caption to.	
2. On the **Insert** Menu, select **Reference** then choose **Caption...**	2. On the **References** tab, in the **Captions** group, click **Insert Caption.**
3. Caption dialog box will pop up.	
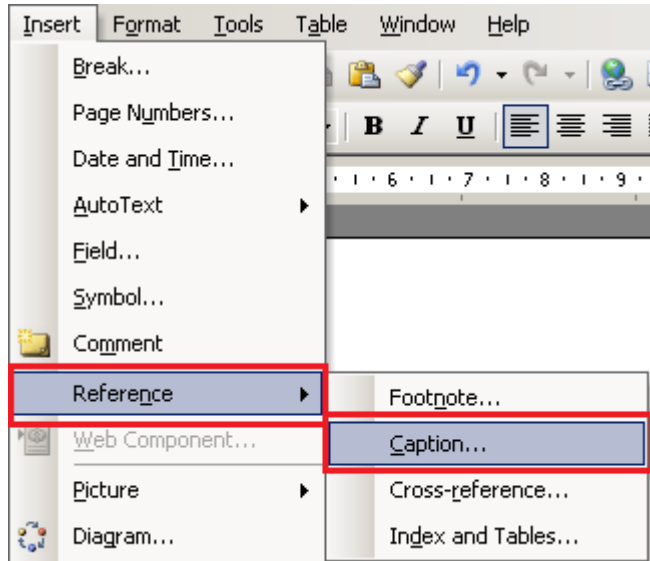
4. In the **Label** box, select the type of label type (Equation, Figure or Table).
   In the **Position** box, specify the placement of the label (Above or below the selected item).
   In the **Caption** box, insert any additional information you would like to have for the object.
   Click **OK**.
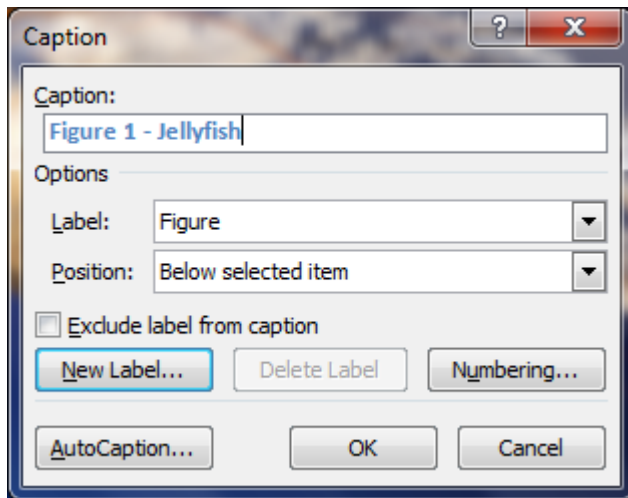
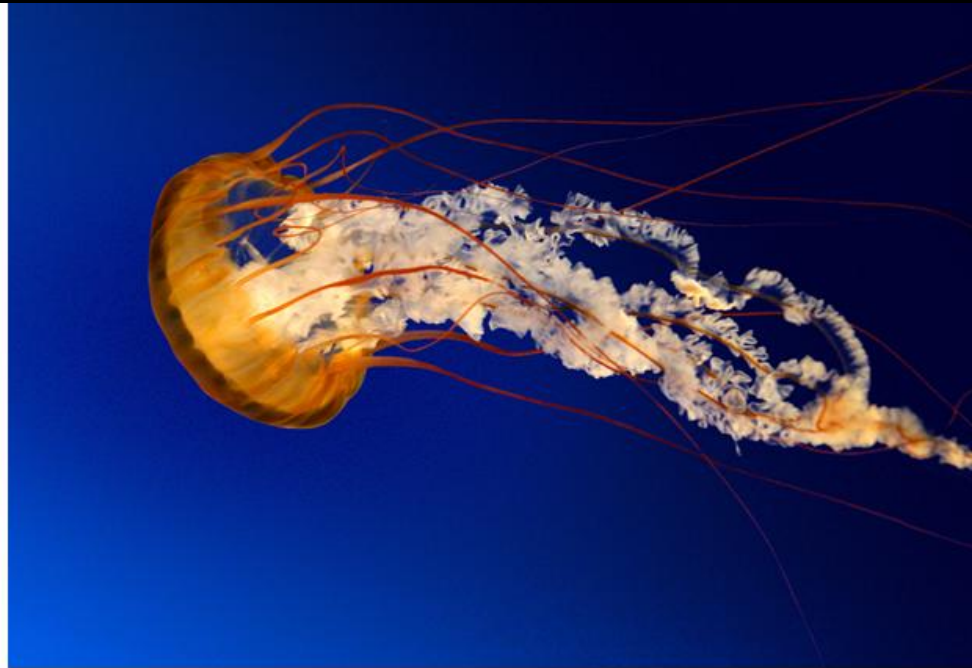5. Notice that the caption is automatically added in your object.

Figure 1 - Jellyfish

Note: The number is automatically sequenced even if you add another object with caption inserted like this.

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the **"Serbisyong Bida"** online survey form.
You may also email your comments and suggestions to ict-process@pjlhuillier.com.
Click here for back issues of ProductivI.T.y in MyLink.