Insert Caption

- In this tutorial, you will learn how to add a caption to an object in your Microsoft Word 2010 document.
- A caption is a short description of an object such as a figure, table, or an equation.
- The **INSERT CAPTION** button may be used to insert a caption above or below the object it describes.

Example of figure in a document with a caption:

![Image of figure with caption](image)

Example of figure in a document without a caption:

![Image of figure without caption](image)
Locating the Insert Caption Button

To locate the **INSERT CAPTION** button, click the **REFERENCES** tab. The **INSERT CAPTION** button can be found on the **CAPTIONS** group.

Clicking the **INSERT CAPTION** button will open the **CAPTION** dialog box which includes options such as Label (Figure, Table, or Equation) and Position (Below selected item or Above selected item).
Insert Caption

Step 1: Open your Microsoft Word document and select the object in which you would like to add a caption to. In this example, we will assume you would like to add a caption to a picture (figure) in your document.

Step 2: Click the REFERENCES tab to display the groups and buttons on the tab. Then locate the INSERT CAPTION button in the CAPTIONS group.
Step 3: Click the **INSERT CAPTION** button to open the Caption dialog box. Then locate the **Caption** text box.

Step 4: Click the **Caption** textbox and type the text you would like to appear in the caption. In this case, the text *Figure 1* is automatically inserted in the textbox. Place the cursor after the existing text and type "*Figure 1: Image of elements in learning community.*"
Step 5: Click the **LABEL** list arrow to display the list of label options. Then select **FIGURE**.

![Label list arrow and Figure option on list]

Step 6: Click the **POSITION** list arrow to display the list of position options. Then select **BELOW SELECTED ITEM**.

![Position list arrow and Below selected item option]
Step 7: Click the **OK** button to save the changes.

![Caption dialog box](image)

**Caption inserted below picture**

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**Finish**: By following the steps above, you can insert a caption to an object in your document.