How to Create a List of Figures and List of Tables in a Word Document

Adding a list of figures or tables to your Microsoft Word document helps your readers find them easily. By using Word's caption and table of figures tools, you can autogenerate a list of figures and a list of tables to your document in a few simple steps.

Add Captions to Figures and Tables

Before Word can autogenerate a list of figures or list of tables for you, you must first add captions to all figures and tables in the document. To do so, follow these steps:

1. **Right click** the table or figure in your document, then select **Insert caption** from the popup menu (see Figure 1). The caption dialogue box will appear (see Figure 2).
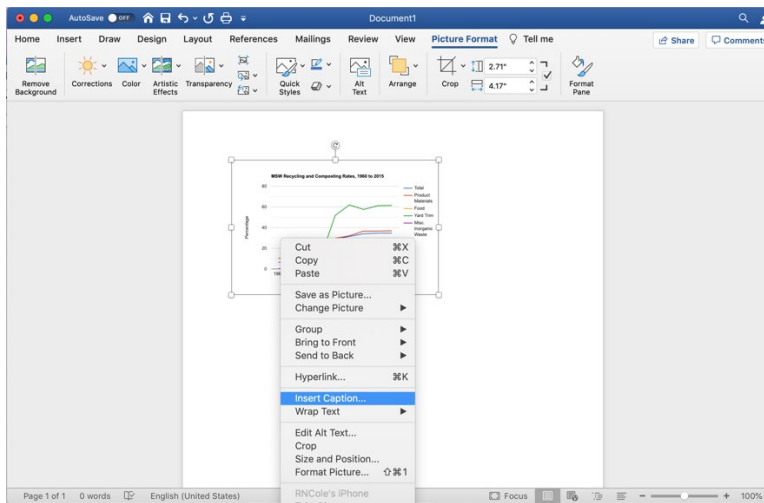

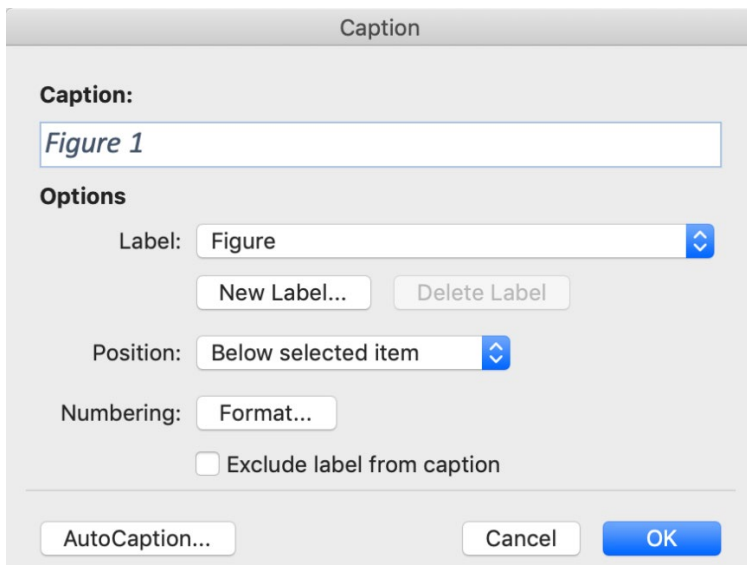*Figure 1. Selecting "insert caption" on popup menu.*

Figure 2. Caption dialogue box.

2. Under options, choose **table** or **figure** in the **label** dropdown menu. Word will automatically label and number your caption (see Figure 2).
3. Type your caption in the caption field.
   Note: Do not to delete the autogenerated label and number when adding your caption. Labeling and numbering your tables and figures help your reader locate them easily.
4. Under options, use the position dropdown menu to choose whether your caption will be displayed **above selected item** or **below selected item**.
5. Click the **OK** button. Your caption will now appear alongside your figure or table.
6. Repeat steps 1-5 to add captions to all figures and tables in your document.

Create a List of Figures or Tables

Once you have added captions to every table and figure in your document, you are ready to create a list of figures or tables. If you have not added captions to your figures or tables, please see "Add Captions to Figures and Tables" in this instruction manual before proceeding, If you have already added your captions, follow these steps to create your list:

1. Insert your cursor where you want to your list of figures or tables to appear in the Word document.
2. Click on the **References** tab in the ribbon, then select **Insert Table of Figures** (see Figure 3).
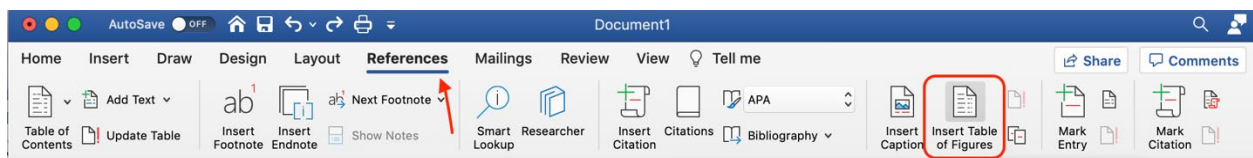

Figure 3. Word ribbon with References tab and Insert Table of Figures marked in red.

3. The Table of Figures dialogue box will appear (see Figure 4). Select **figure** or **table** from the caption label dropdown menu.
   Note: Word will not combine figures and tables in the same list. If you have both figures and tables in your document, you will need to repeat these steps to create a list for each category.
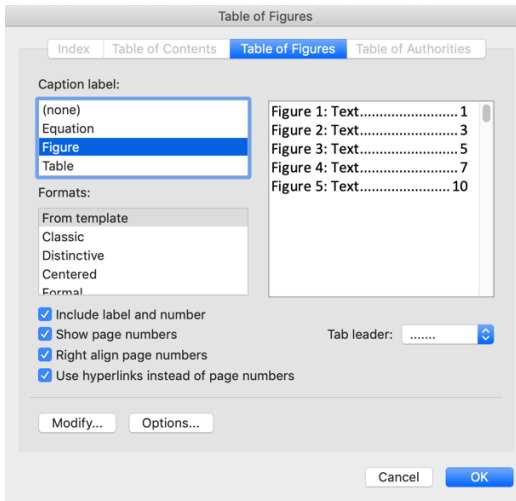
Figure 4. Table of Figures dialogue box.

4. Choose a style for your list in the formats dropdown menu.
5. Select your tab leader style using the tab leader dropdown menu.
6. Use checkmarks to make additional stylistic selections next to **Include label and number**, **Show page numbers**, **Right align page numbers**, and **Use hyperlinks instead of page numbers**.
7. Select **OK**. Your list of figures or tables will appear in your document (see Figure 5).
8. Word will not autogenerate a heading for your list. To add a heading, insert the cursor above the list and type your heading. Format the heading as desired.

List of Figures

Figure 5. Example List of Figures.