

## How do I keep my captions with my figures in Word 2003?

### **Background**

Captions are a useful tool for adding information to figures and can then be used to automatically develop a Table of Figures, in much the same way that heading styles can automatically give a Table of Contents.

Unfortunately, simply adding a caption to a figure will not necessarily keep it attached if you move the figure.

Some people insert a text box, then place their figure inside it and apply the caption, which allows the figure to be dragged to a new location without leaving the caption behind. However, a caption inside a text box will not generate a Table of Figures - often one of the main reasons for using captions.

### **Solution**

A very functional solution is to use a frame. The use of frames has changed since Word 95 and by default, there is no Insert Frame menu command.

#### **Add the Frame command**

- From the **T**ools menu, choose **C**ustomise.
- Click the Commands tab.
- From the Categories list, choose “All Commands”.
- From the Commands list, select “Insert Frame”.
- Drag the “Insert Frame” command to the **I**nsert menu and then drag it down to position it under the Text Box command. (This is a logical place to put this command and reflects where it used to be!).

#### **Using the Frame command**

- Click to select the figure you wish to frame and caption.
- From **I**nsert menu, choose **F**rame.
- The figure is now framed.
- Click the actual figure, not the frame, to select the figure for captioning.
- From the **I**nsert menu, choose **R**eference then choose **C**aption (or right-click the figure and choose **C**aption...)
- Add the necessary details to the caption dialog box.

#### **Format the frame**

- You may wish to have the surrounding text wrap around the frame or stay above and below it.
- Click the hatched border of the frame to select it.
- From the **F**ormat menu, choose **F**rame (or right-click the frame and choose **F**ormat Frame...)
- Choose the format as desired.

### ***Extra power tip***

Many staff and students need to ensure consistency in their framed figures. An easy way to do this is to set up your framed figure the way you want it to be and then define it as a style, eg My Thesis Frames. Then simply selecting a figure and applying this style will give it the correct appearance.

### **Suggested style**

The following dialog box is an example of the configuration for a frame which has no text wrapping, is centred relative to the page margins, is located immediately above the following paragraph and is sized to fit the contents of the frame.

