

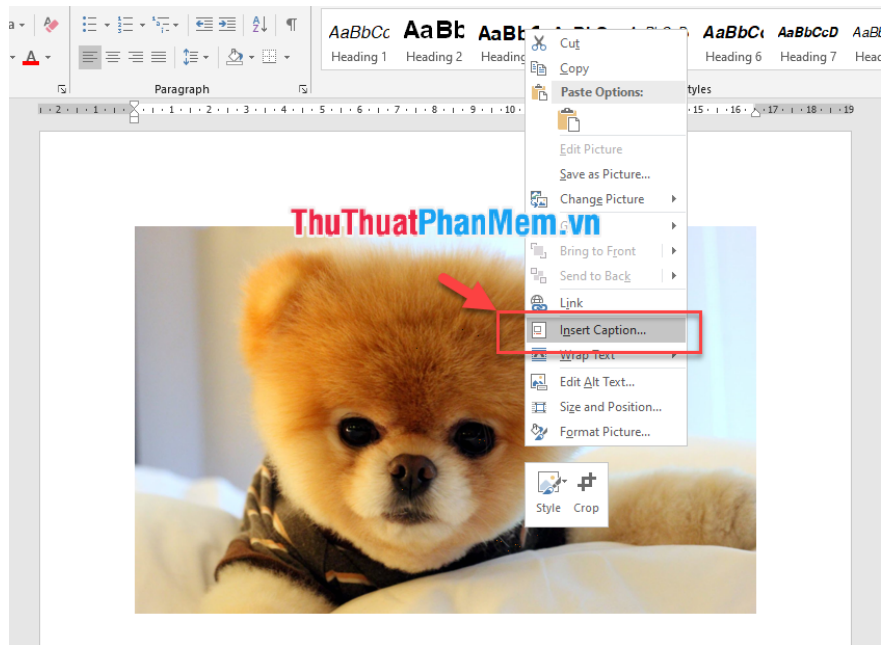
How to create an image table of contents in Word?

In reports, dissertations, graduation topics; The writer needs to create a table of contents and link to the text page. In this article, Dexterity Software will guide you how to create a table of contents for images in Word.

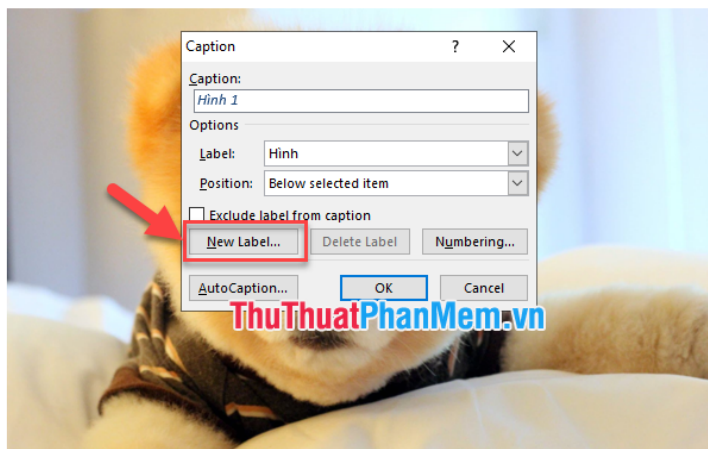
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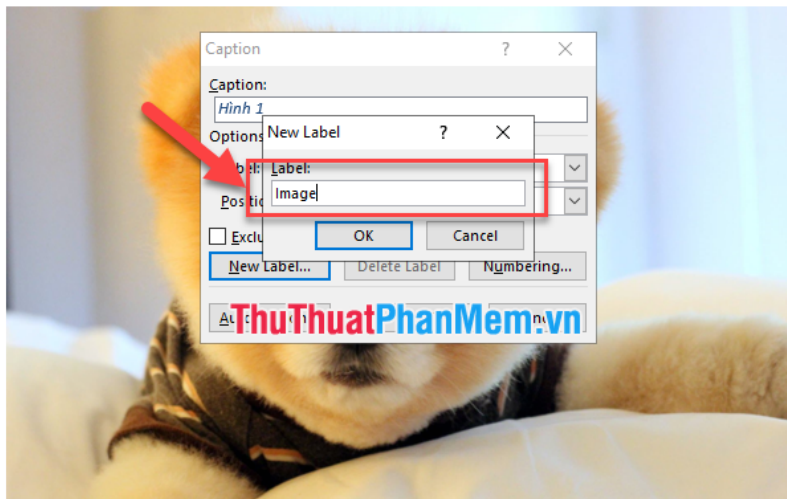
Step 1 : After inserting the image into the Word file, select the first image, right click and select **Insert Caption**



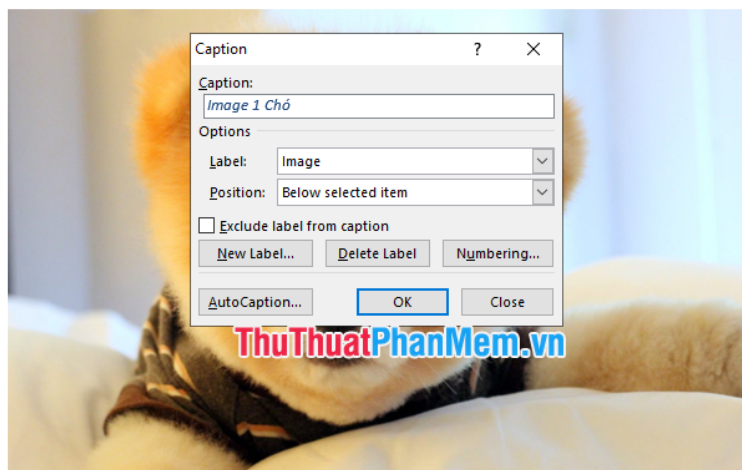
Step 2: Caption window appears, first select a new label by clicking the **New label** . button .



Step 3 : Create a new label name for your liking, for example **Image** .



Step 4: After creating a new label, you name the image by typing the name in the **Caption** section . For **Label**, select **Image**. **Position** is the position setting of the image name. The default will put the name below the image.

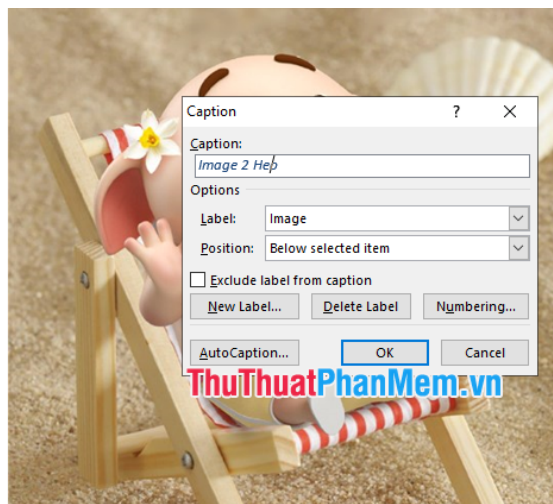


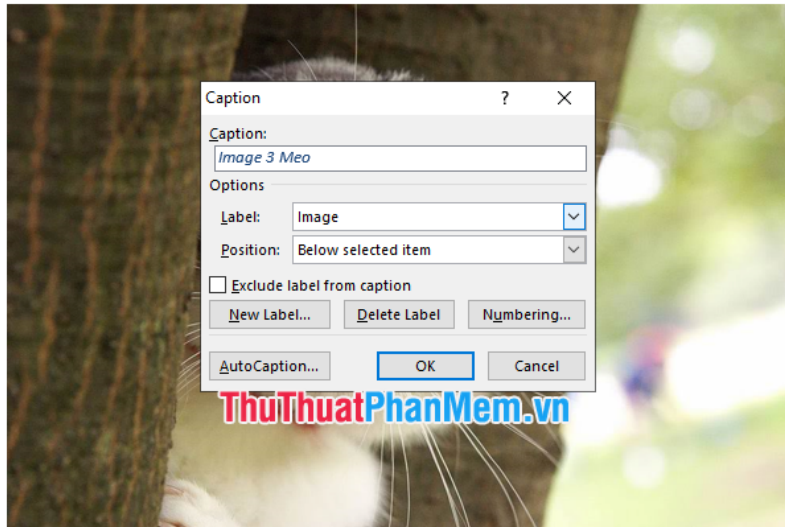
The resulting name will appear right below that image.



Image 1 Chó

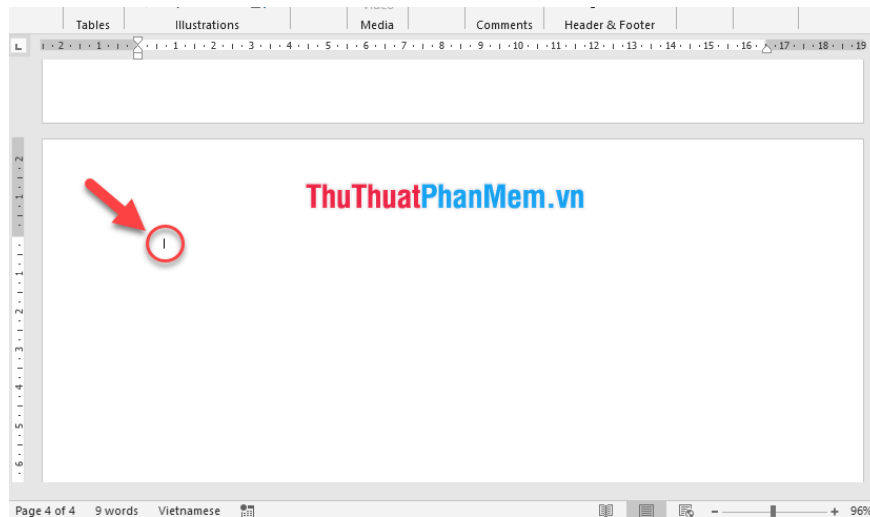
Step 5: Do the same with the remaining images.



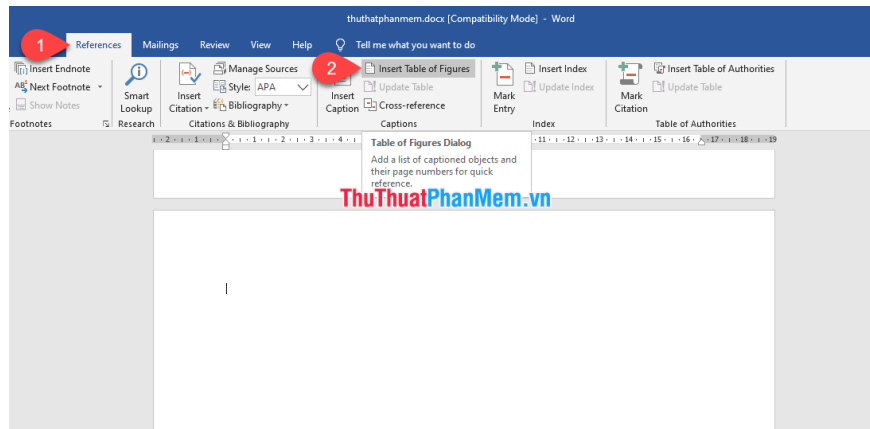


Step 6 : Insert the table of contents automatically after indexing the images.

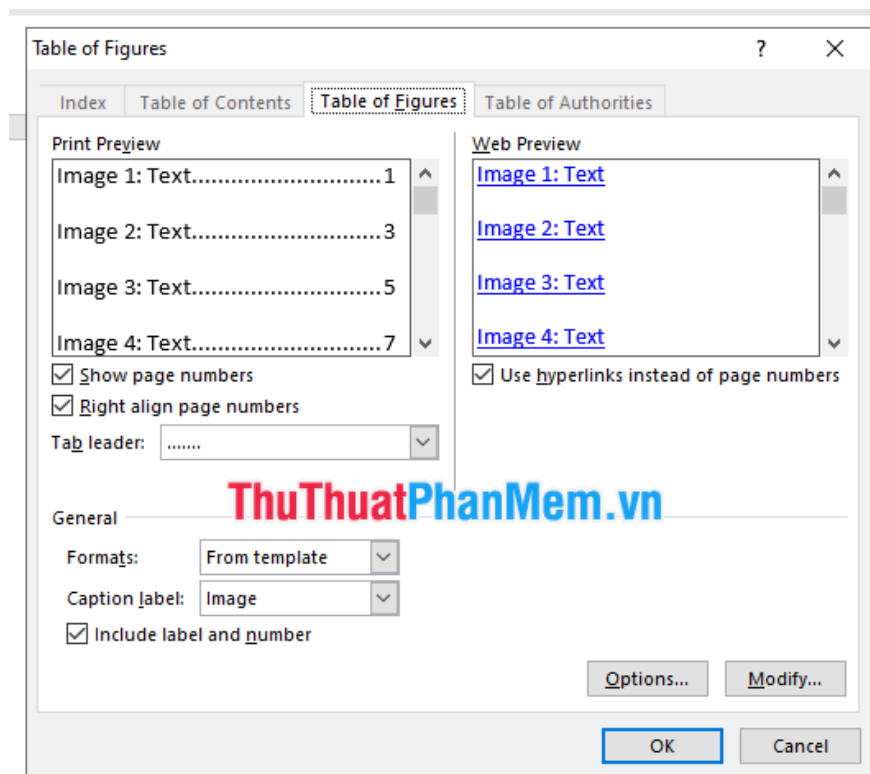
1. Choose where to place the image index, which can be the first or last page.



1. On the **References** tab (1) select **Insert Table Of Figures** (2) .



1. The **Insert Table of Figures** window appears, click the **OK** button .



1. The result shows automatic table of contents for the image. To get to the position of the image, simply hold down the **Ctrl** key on the keyboard and click on the index.



Hope you are successful.

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