

Instructions for inserting captions for photos in Word

When you add captions to images, it will make the image clearer, the content more professional. The following article will guide you to insert captions for pictures in Word.

To make Word documents more professional, it is necessary to adjust the page layout as well as reformat the content. For example, you should create a table of contents in Word so that viewers can easily track the content, including categories for pictures, tables in Word, and captions for images. When you add captions to images, it will make the image clearer, the content more professional. The following article will guide you to insert captions for pictures in Word.

How to insert captions in pictures in Word

Step 1:

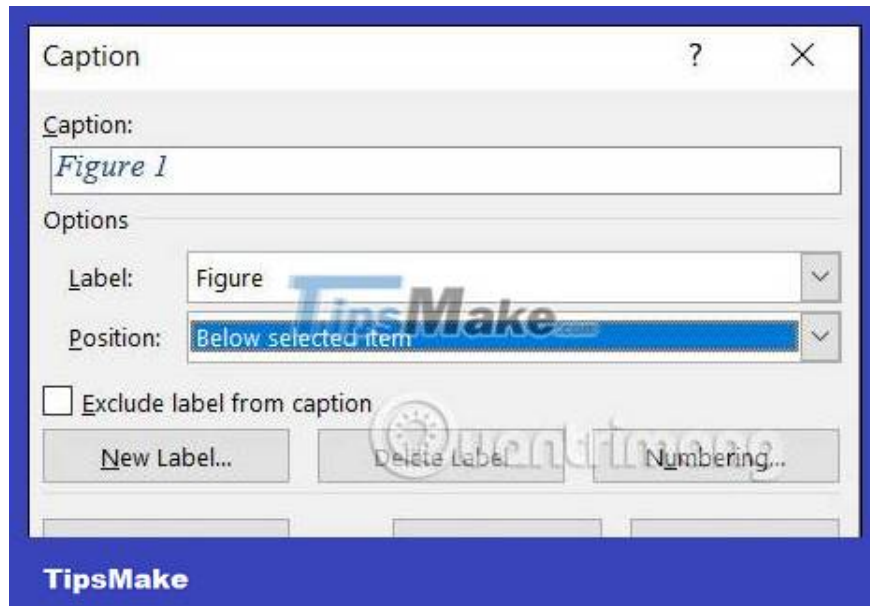
At the Word document interface, the user clicks on the image. Next, **right-click** on the image and select **Insert Caption** in the displayed list.



Step 2:

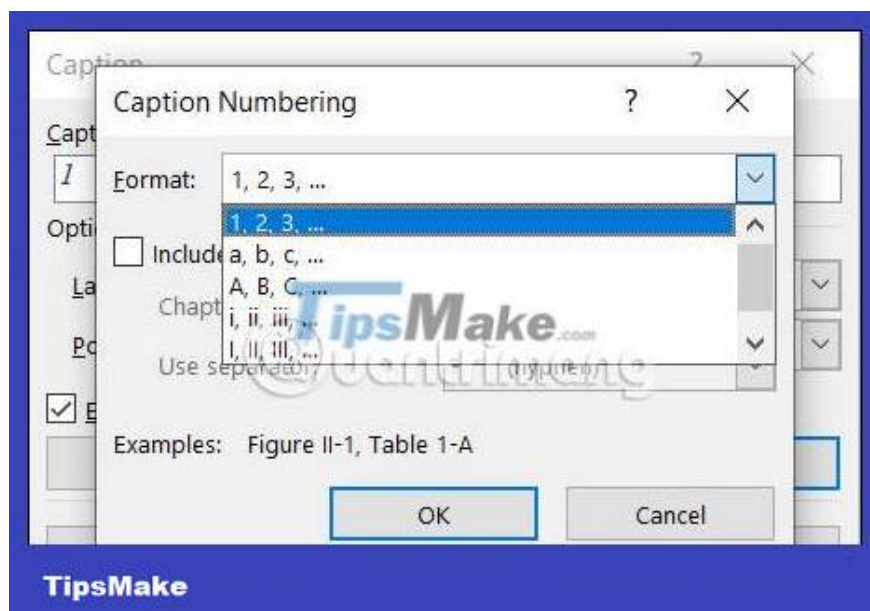
Now display the interface for the user to enter the caption for the photo. At **Label** you click **Figure**, at **Position** you choose the position to display the caption for the image.

If you want to remove the Figure label from the image, we check the box Exclude label from caption.



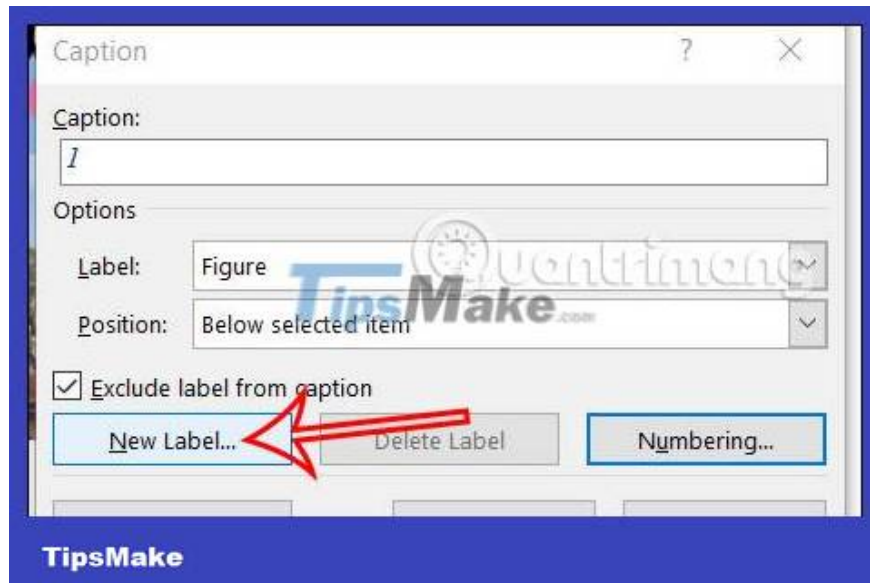
Step 3:

If you want to **change the display order style for captions**, click **Numbering** to change. Then click **Format** to change the display order format again for text or numeric captions.



Step 4:

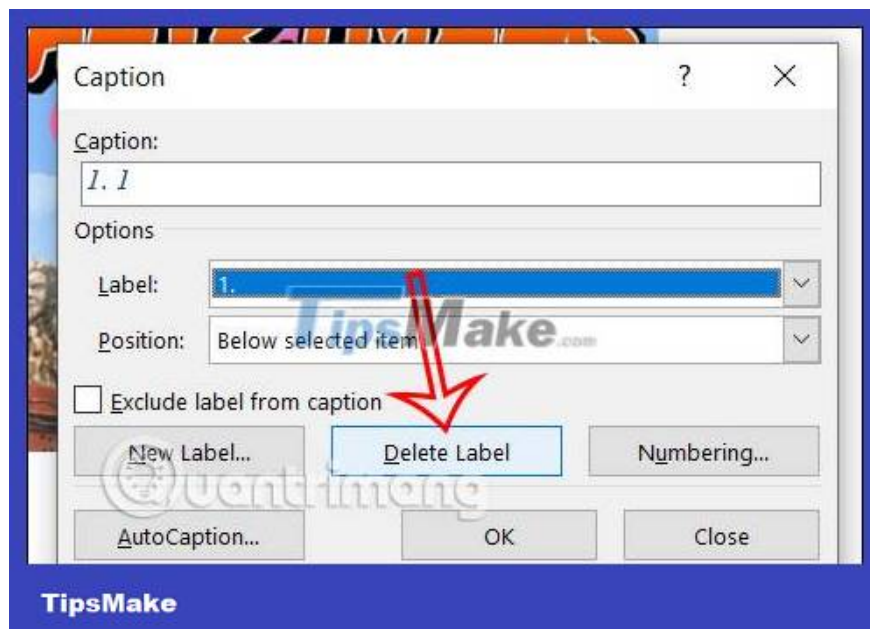
We can also **manually change the caption display again** when clicking on **New Label** below as shown.



Then you **enter the new caption display style** you want to use, then click Ok to save. We can create many different caption display styles with the above method.

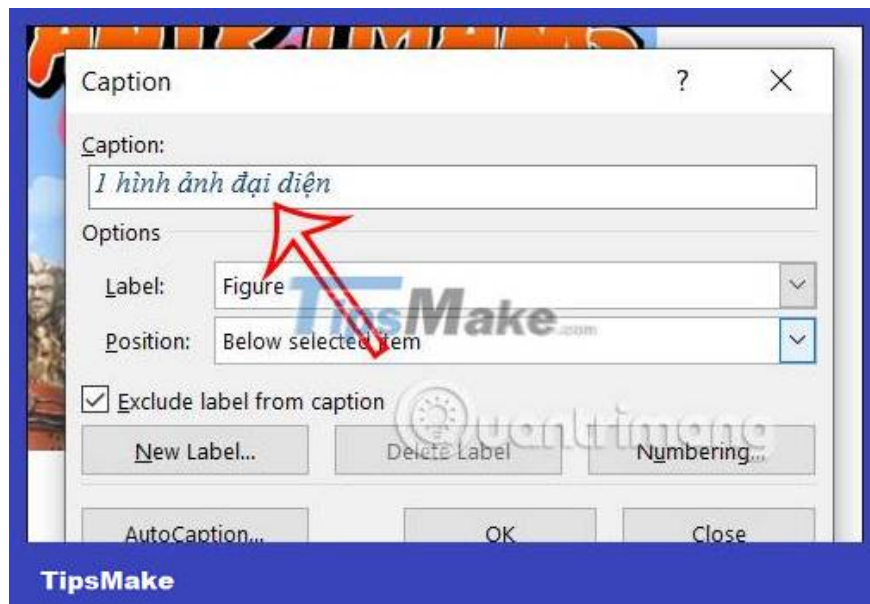


In case you **don't want to use that display label** anymore, in the Label section, click on the label you want to delete and then **click Delete Label** below.



Step 5:

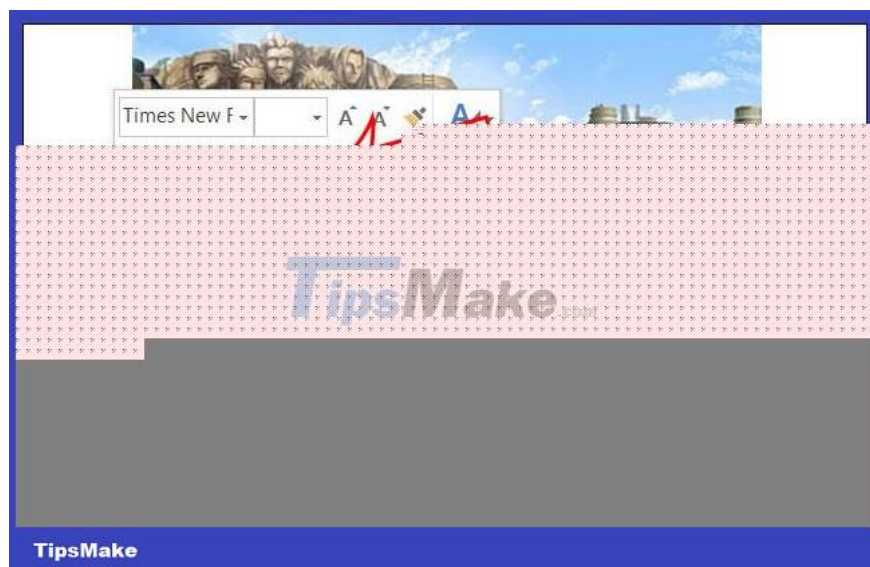
Finally, fill in the caption for the image and then click OK to save it.



The image result has been inserted with the caption as below.



You can also highlight that caption content to change the format if you want.



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