

# List of Tables, Figures, and Equations Tutorial

This guide provides step-by-step instructions on how to add a List of Tables/Figures/Equations in Microsoft Word. It explains how to modify the formatting of the lists to meet specific requirements and how to update them when necessary. Following this guide will allow users to easily create and manage lists in their Word documents.



Only use this guide after all of your Tables/Figures/Equations have inserted captions.

Please review the Table, Figure, and Equation Caption Tutorial first.



Please read below for the order of appearance:

## *Lists of Tables, Figures, Equations, or Nomenclature*

Provide these list(s) only if the manuscript contains one or more of these items. Each list constitutes a separate section within the preliminary pages and has a 2" top margin on the first page. If the list continues onto multiple pages, those pages have a 1" top margin. As with other major sections, the heading is formatted in the title style.

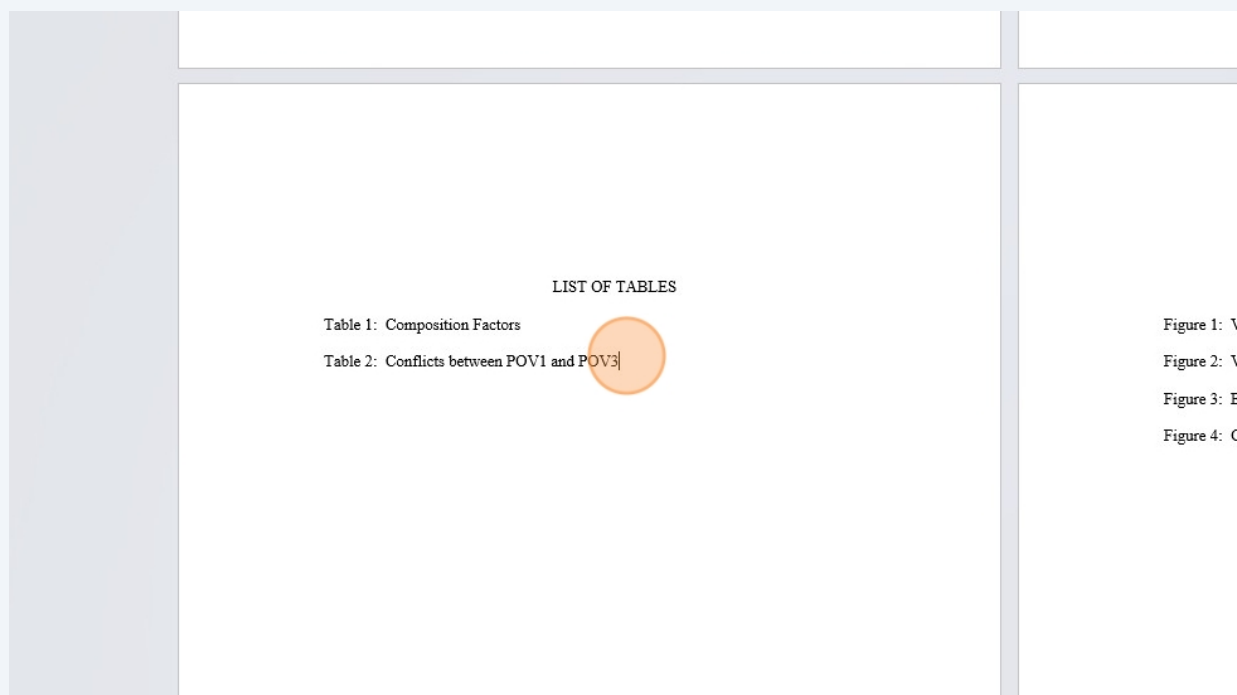
The appropriate section order:

- List of Tables
- List of Figures
- List of Equations
- Nomenclature

There should be a separate list for each item type; do not combine into "List of Tables and Figures."

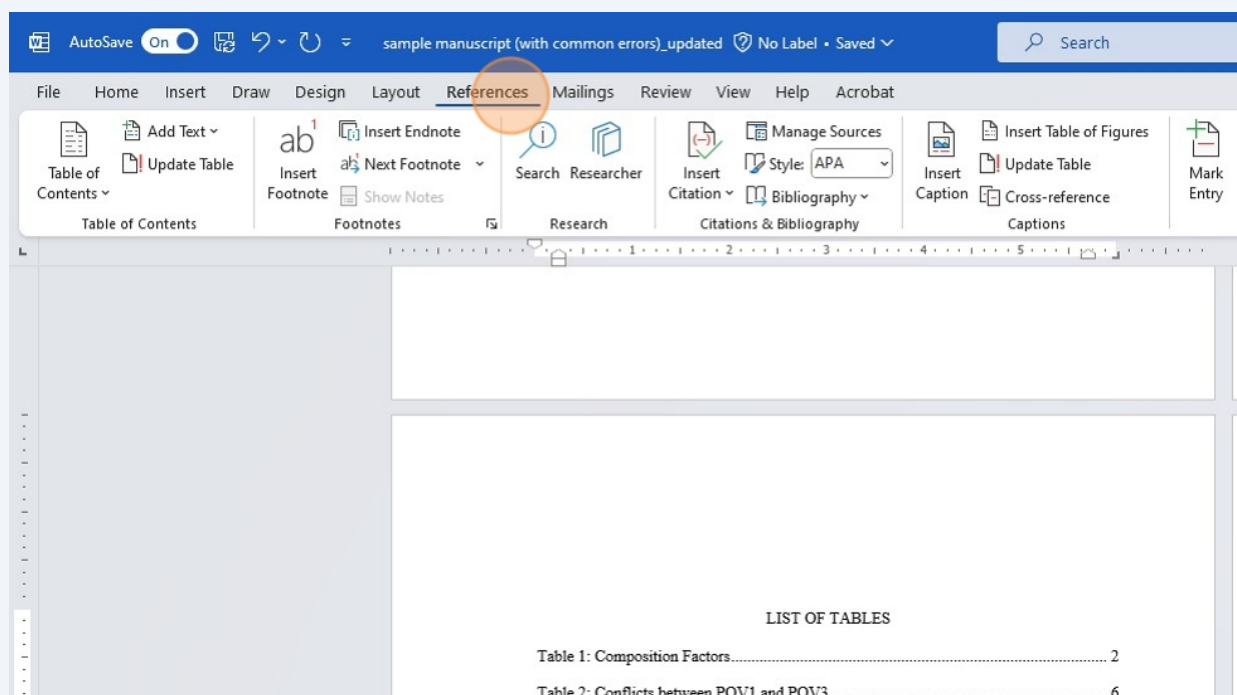
1

If you have any text previously typed in the existing List of Tables/Figures/Equations you want to delete it and just leave the header.



2

Click "References"



3

Click "Insert Table of Figures..."

Sample manuscript (with common errors)\_updated No Label • Saving... ▾

References Mailings Review View Help Acrobat

Endnote Footnote Notes Search Researcher Insert Citation Style: APA Insert Caption Insert Table of Figures Insert Index Mark Entry Insert Table of Authorities Mark Citation Update Table Update Index Update Table

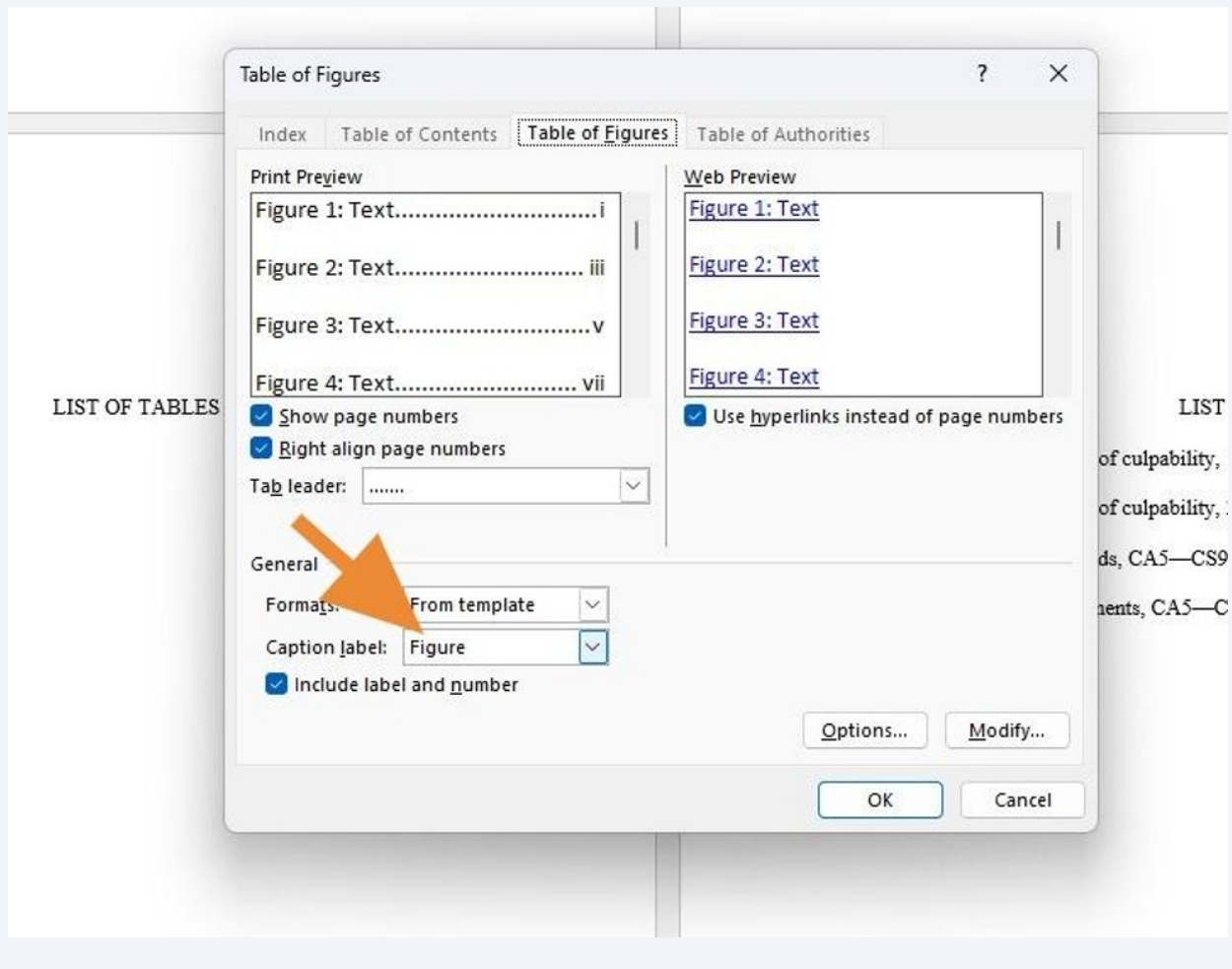
Table of Figures Dialog  
Add a list of captioned objects and their page numbers for quick reference.

LIST OF TABLES

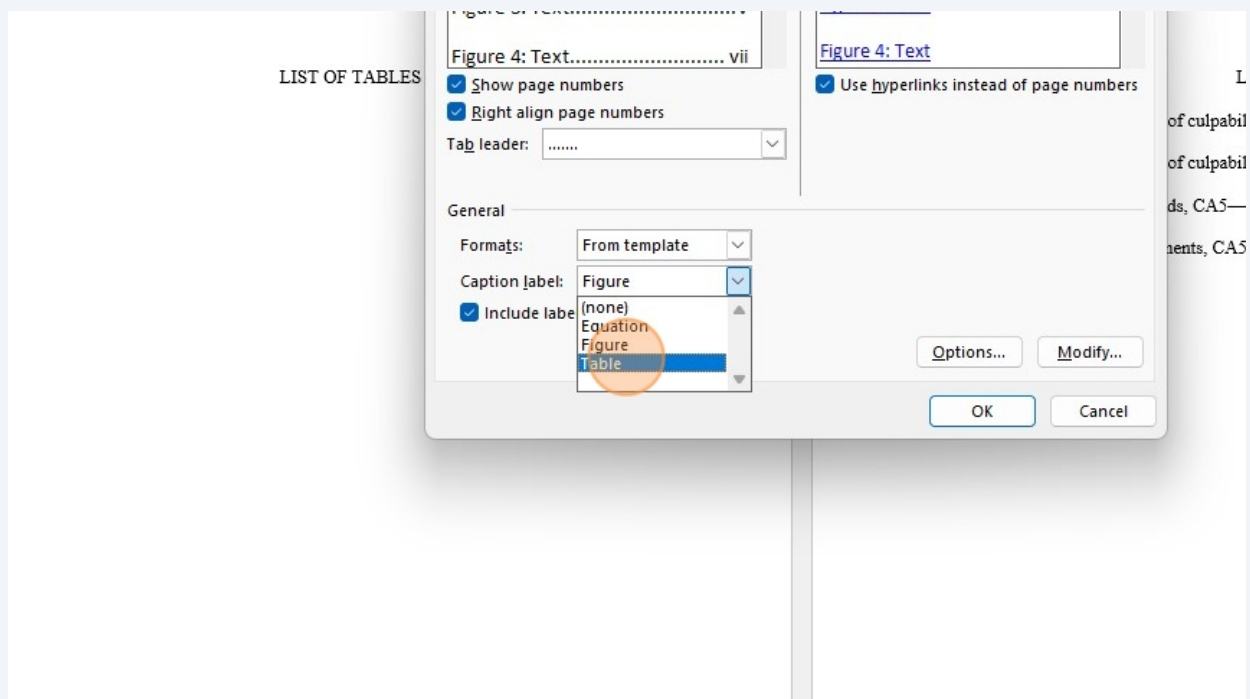
LIST OF FIGURES

Figure 1: Varying levels of culpability, 1<sup>st</sup> person  
Figure 2: Varying levels of culpability, 3<sup>rd</sup> person  
Figure 3: Emerging Trends, CA5—CS9  
Figure 4: Current Movements, CA5—CS9

- 4 You will choose which table you are adding in.

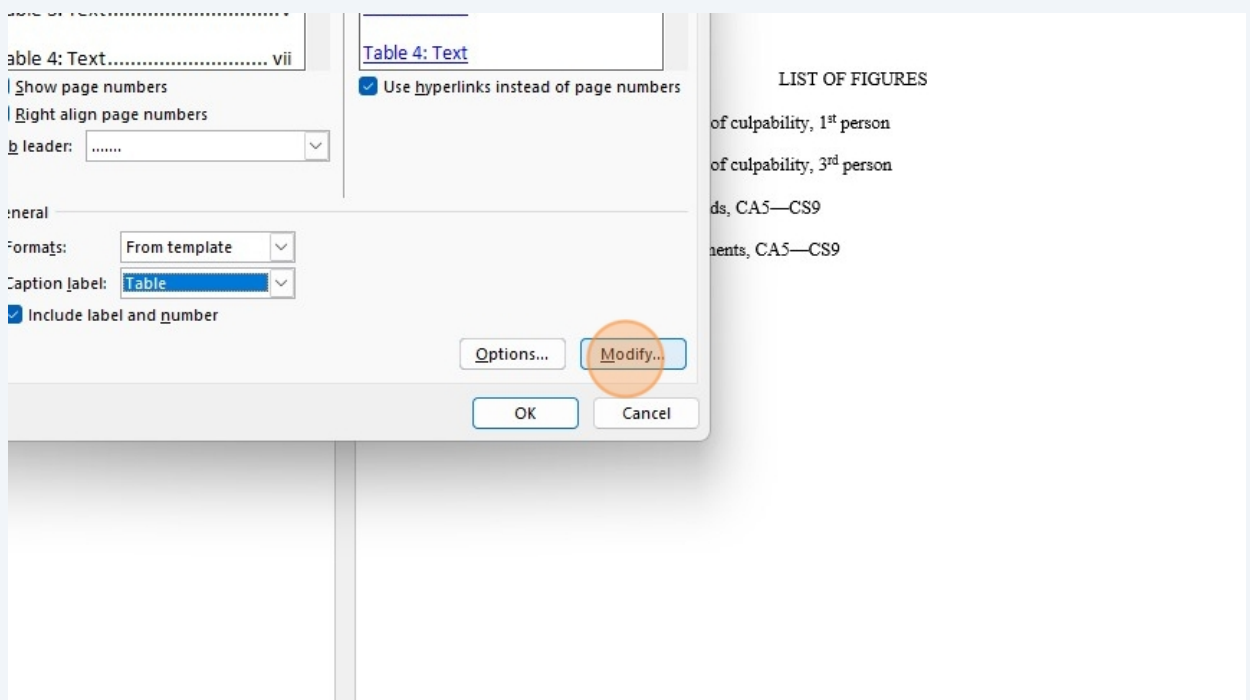


5 For this tutorial we will add in the List of Tables, so select 'Table'



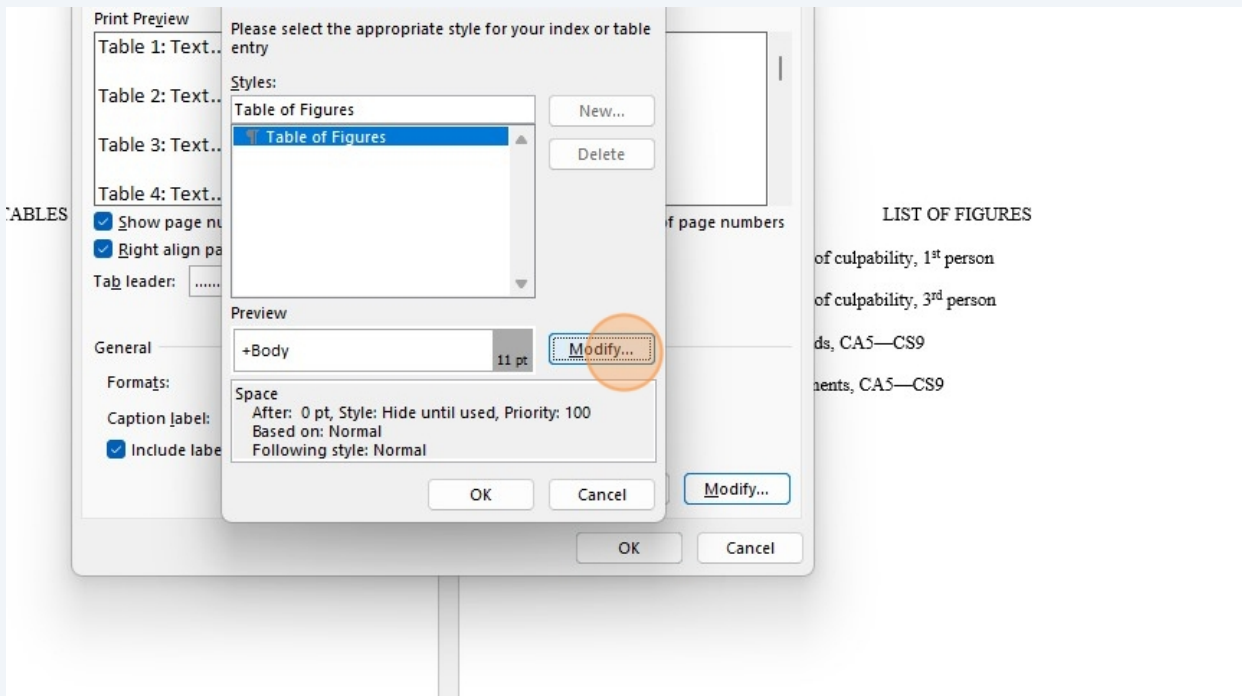
6 We will want to make sure that the List of Tables is following the formatting requirements and we will change how it appears here before placing it into the document.

Click on "Modify..."



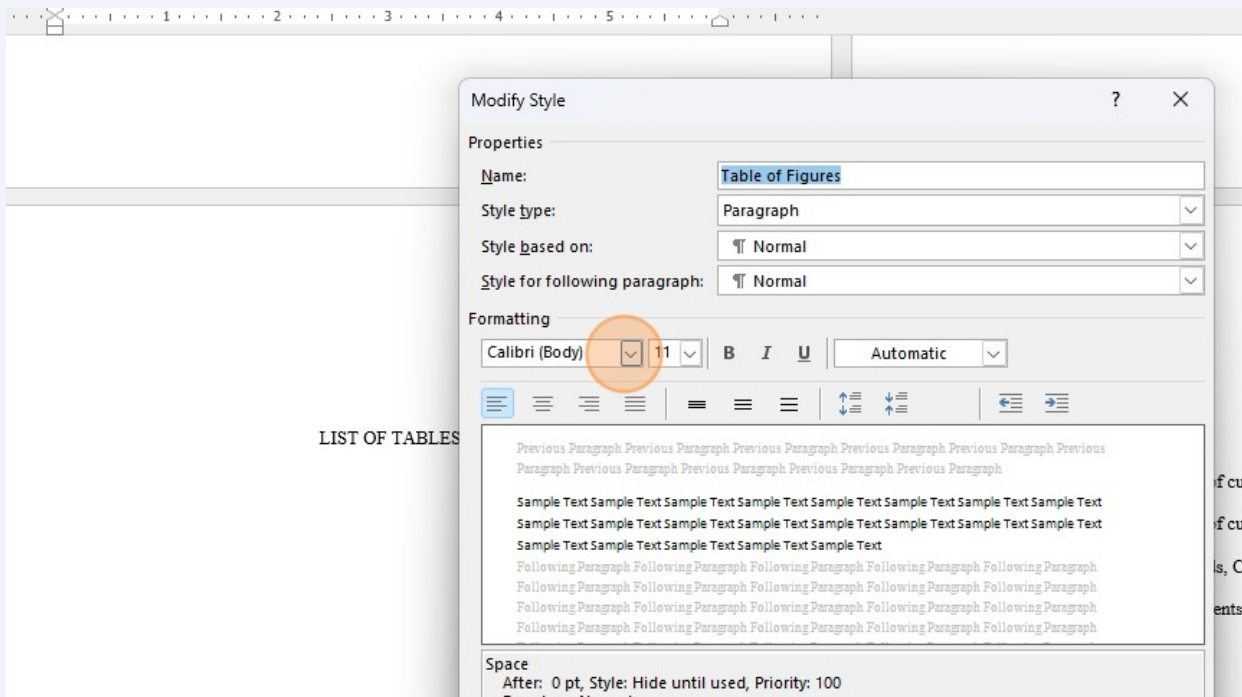
## 7

Click "Modify..." again.

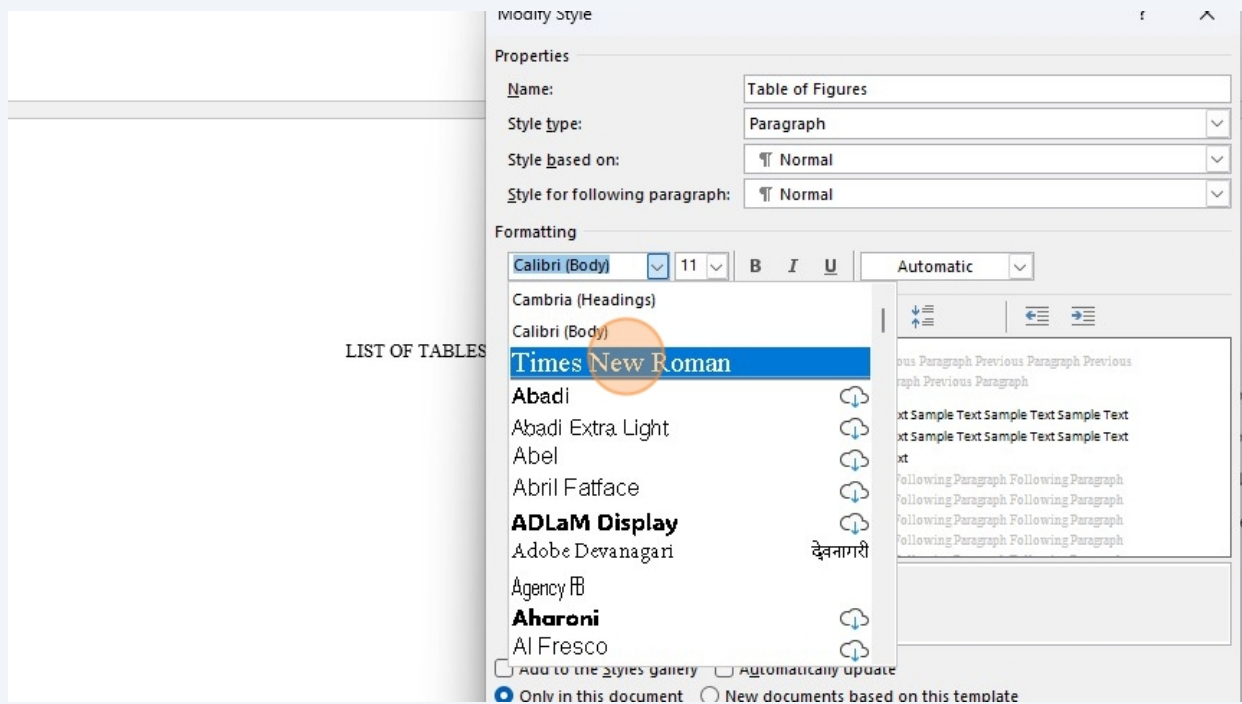


## 8

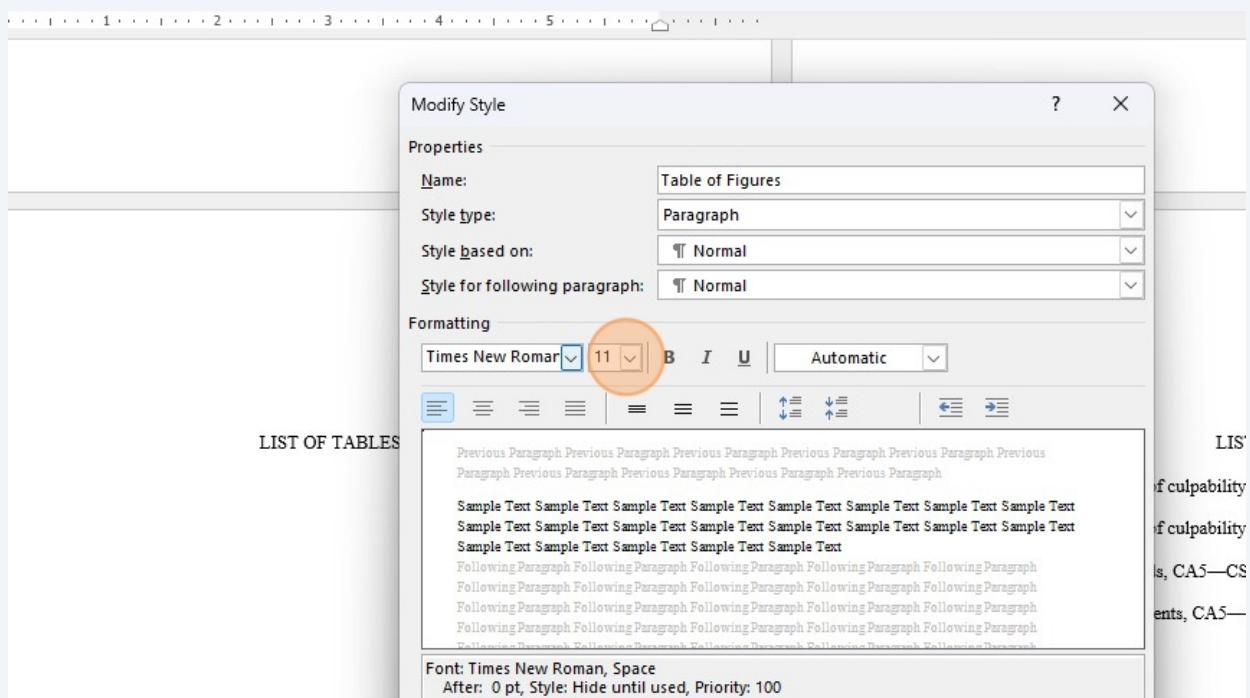
Change the font to whichever font you are using for your document. We will be using Times New Roman 12pt. for this tutorial.



## 9 Click "Times New Roman"

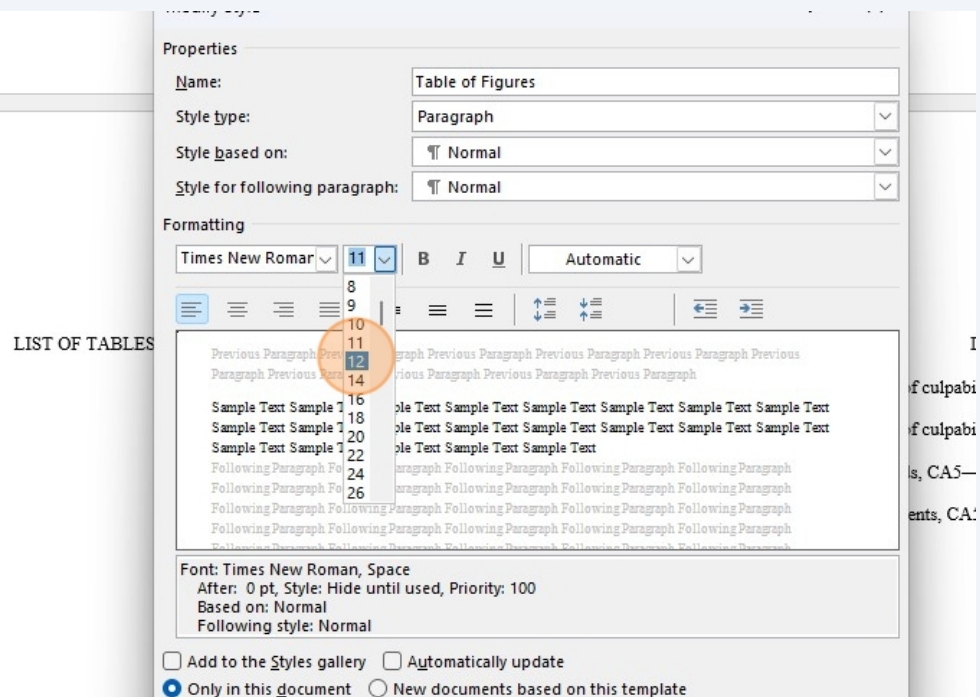


## 10 Click "Font Size"

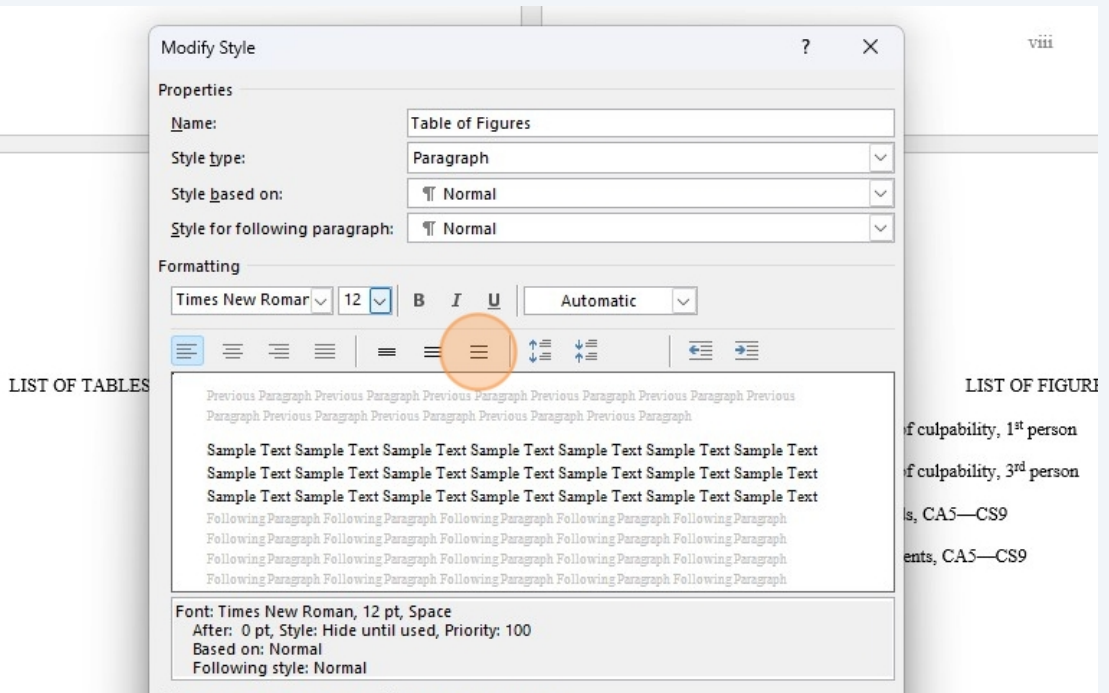




## 11 Click "12"



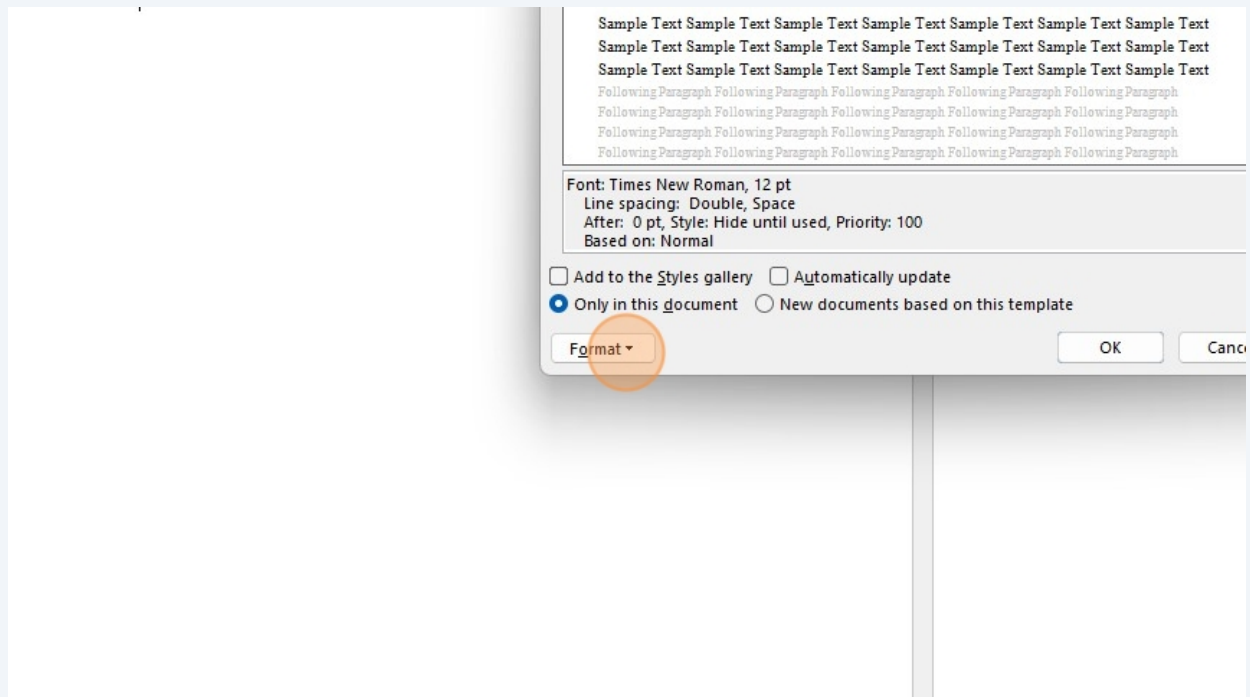
## 12 Click "Double Spacing" to ensure the list is double spaced.



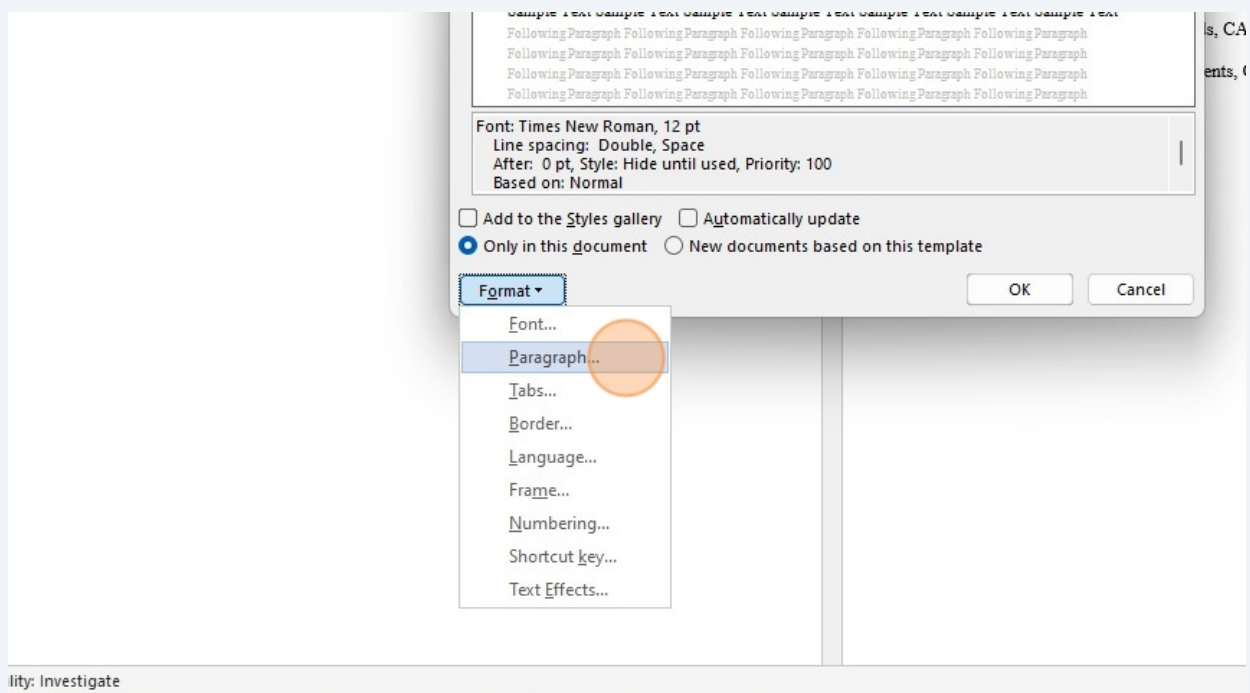


- 13 Now we will change some of the formatting of the generated list to follow the formatting guidelines.

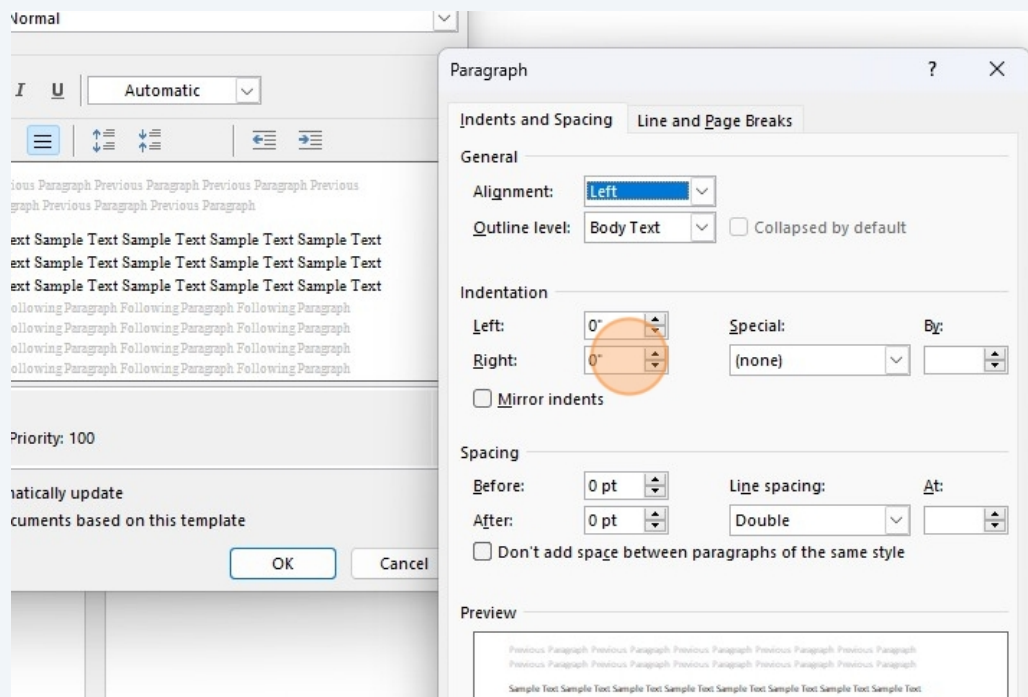
Click "Format"



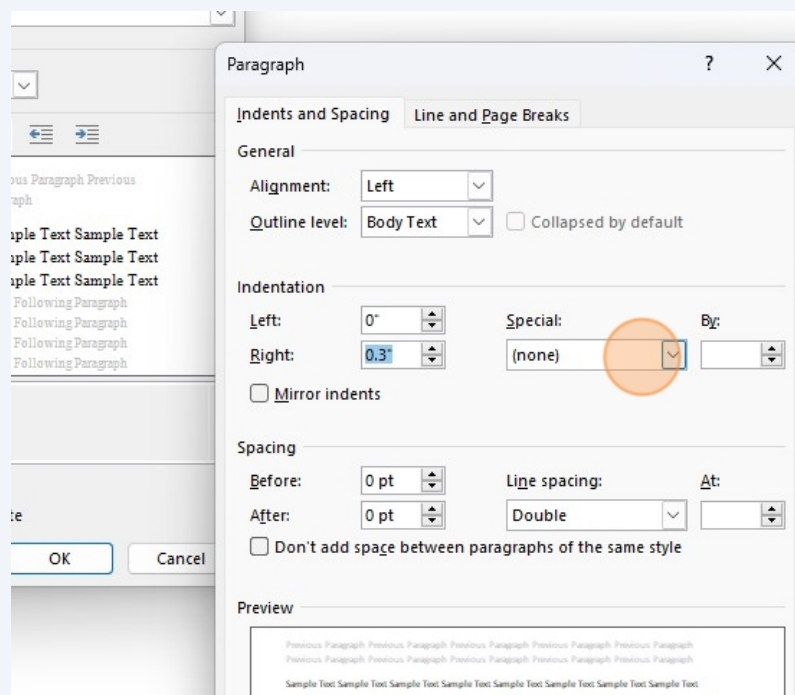
- 14 Click "Paragraph..."



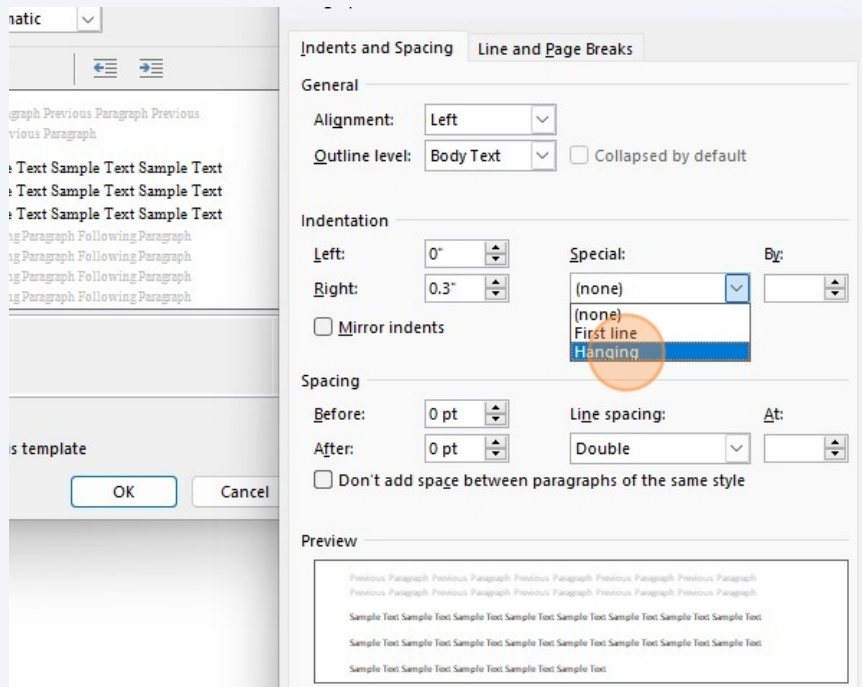
## 15 Change the Right indentation to 0.3"



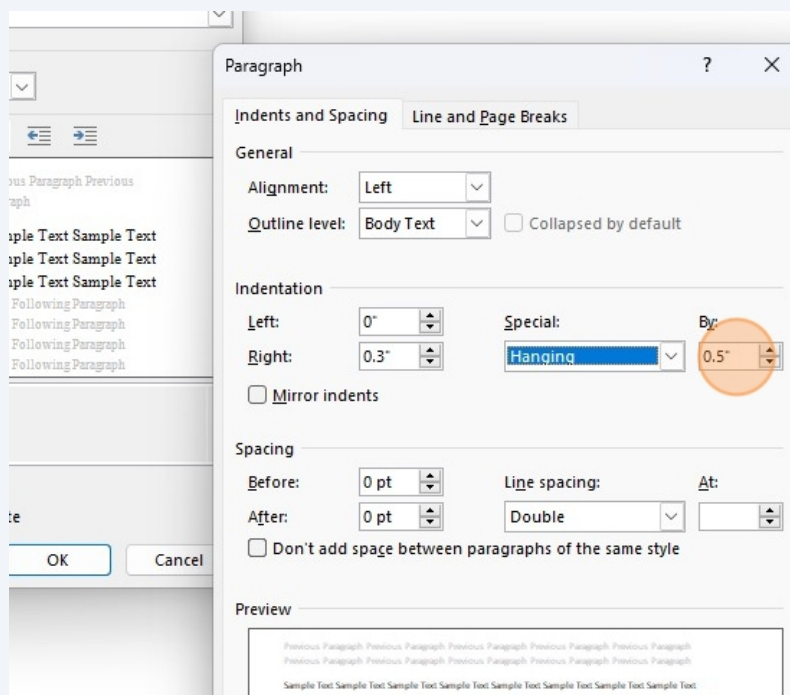
## 16 Click "Special:"



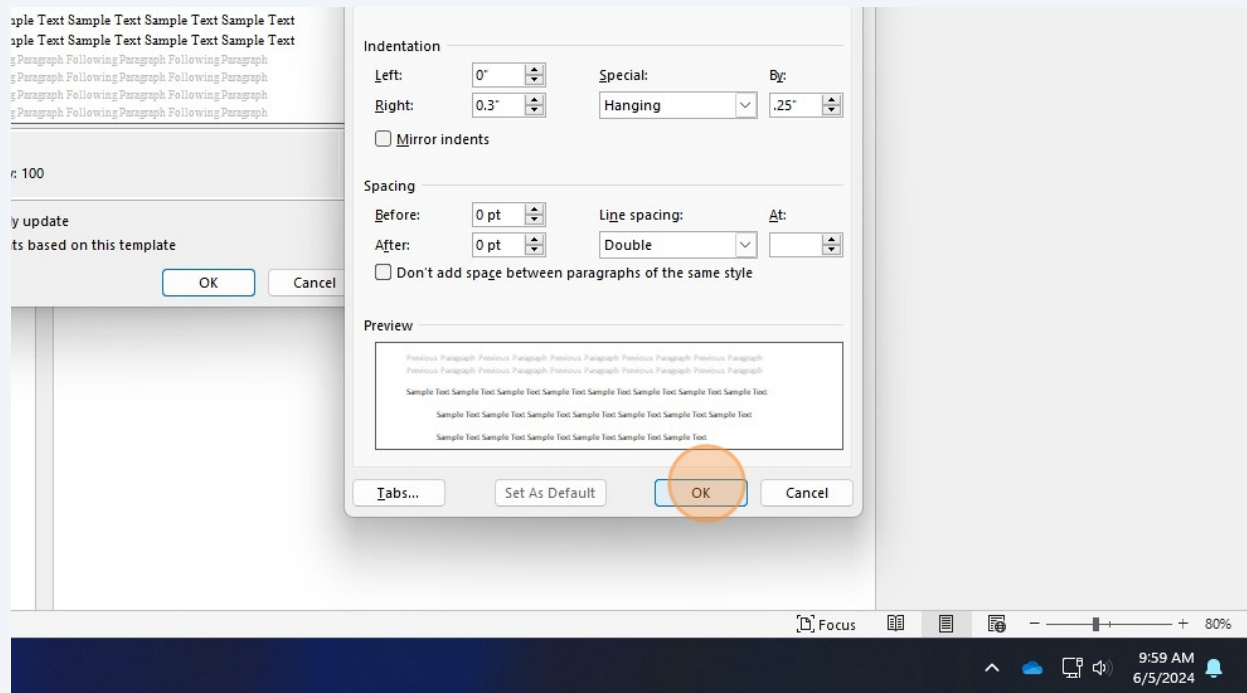
## 17 Click "Hanging"



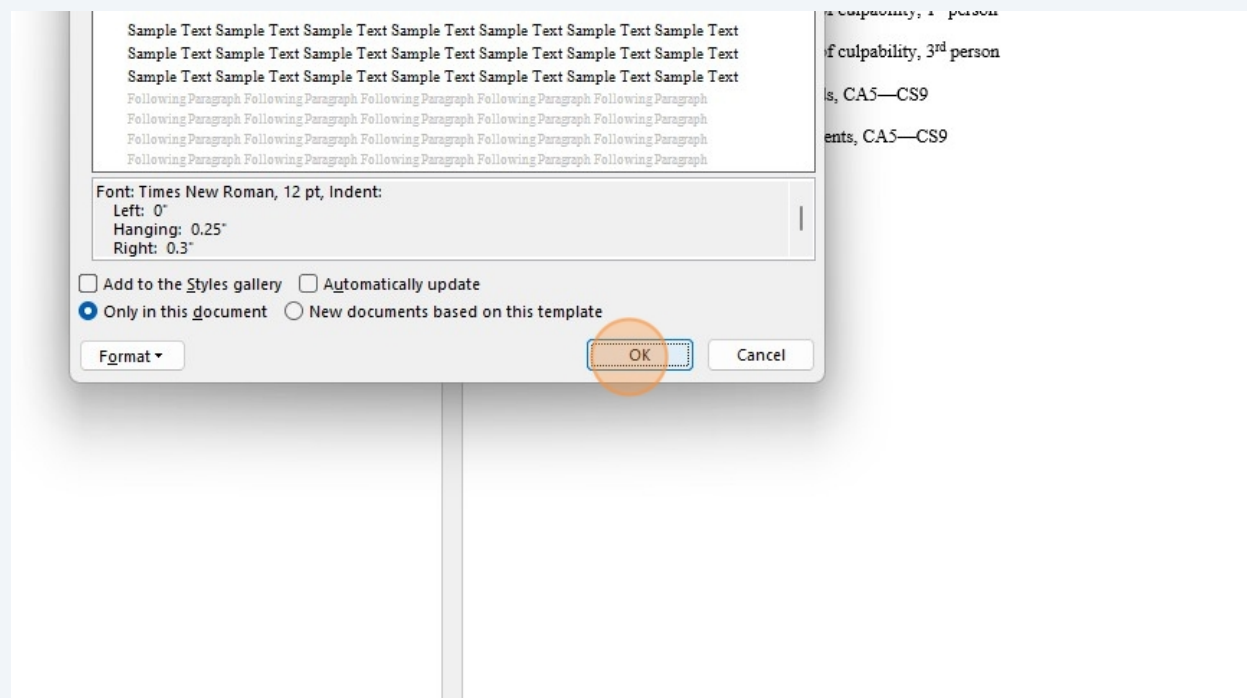
## 18 Change the hanging indent to 0.25"



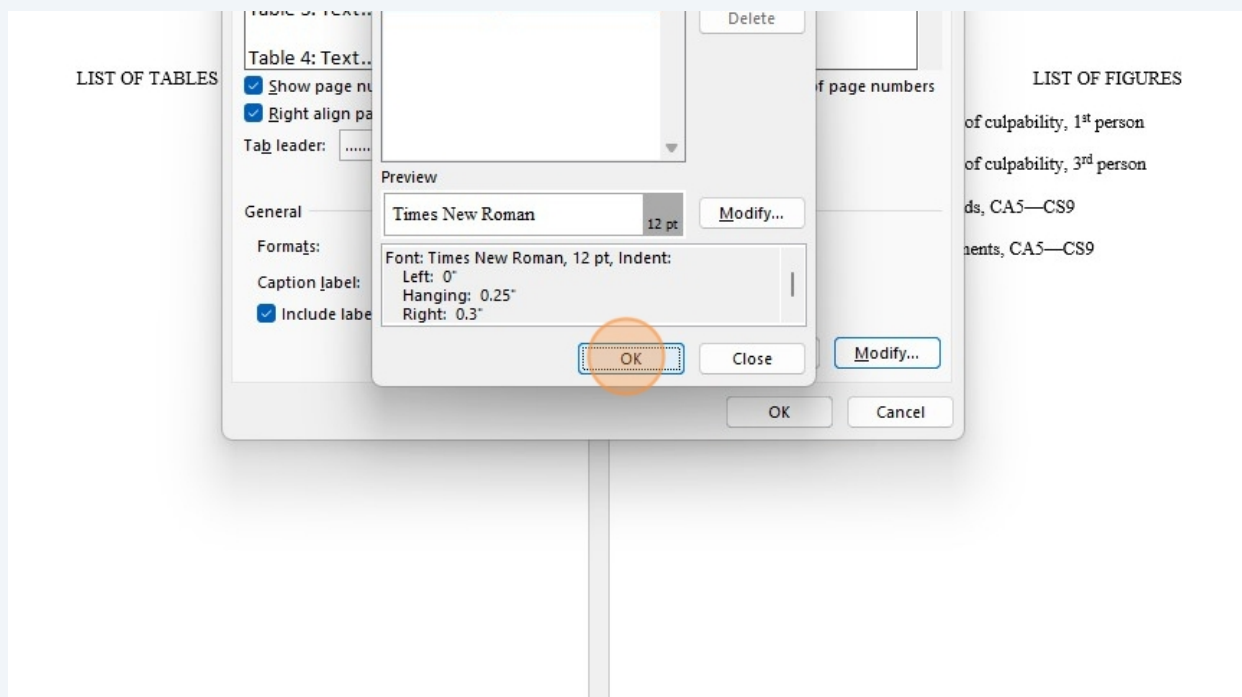
## 19 Click "OK"



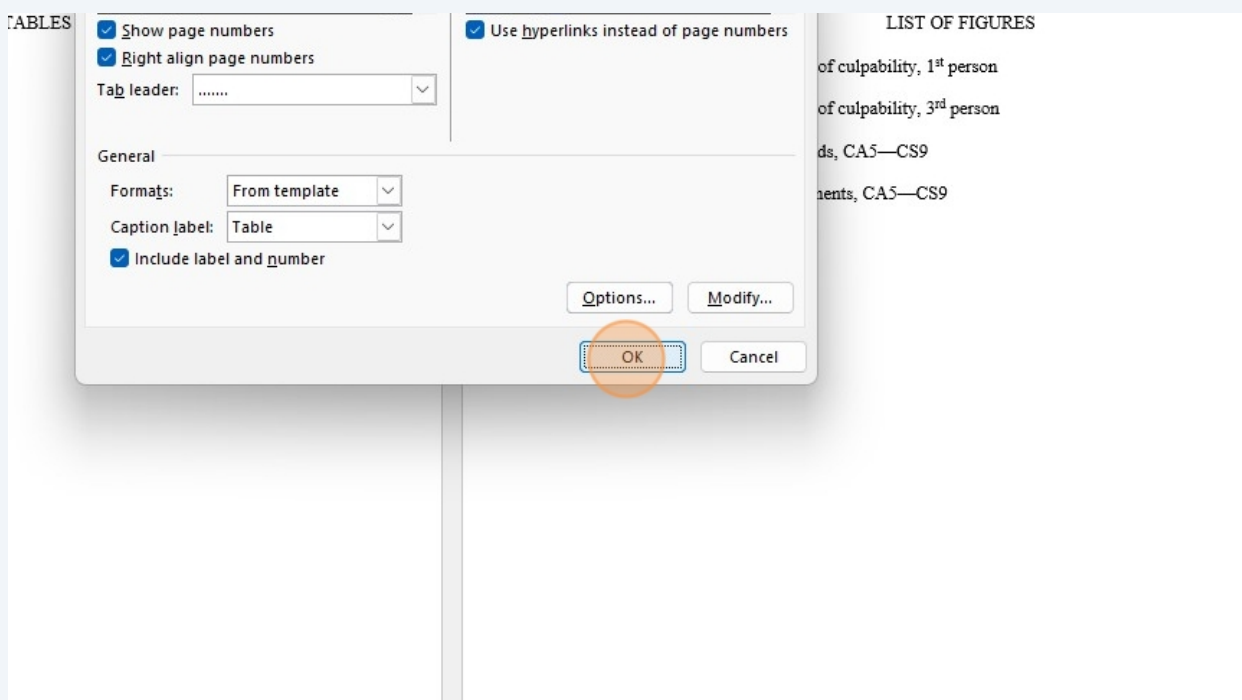
## 20 Click "OK"



## 21 Click "OK"



## 22 Click "OK"

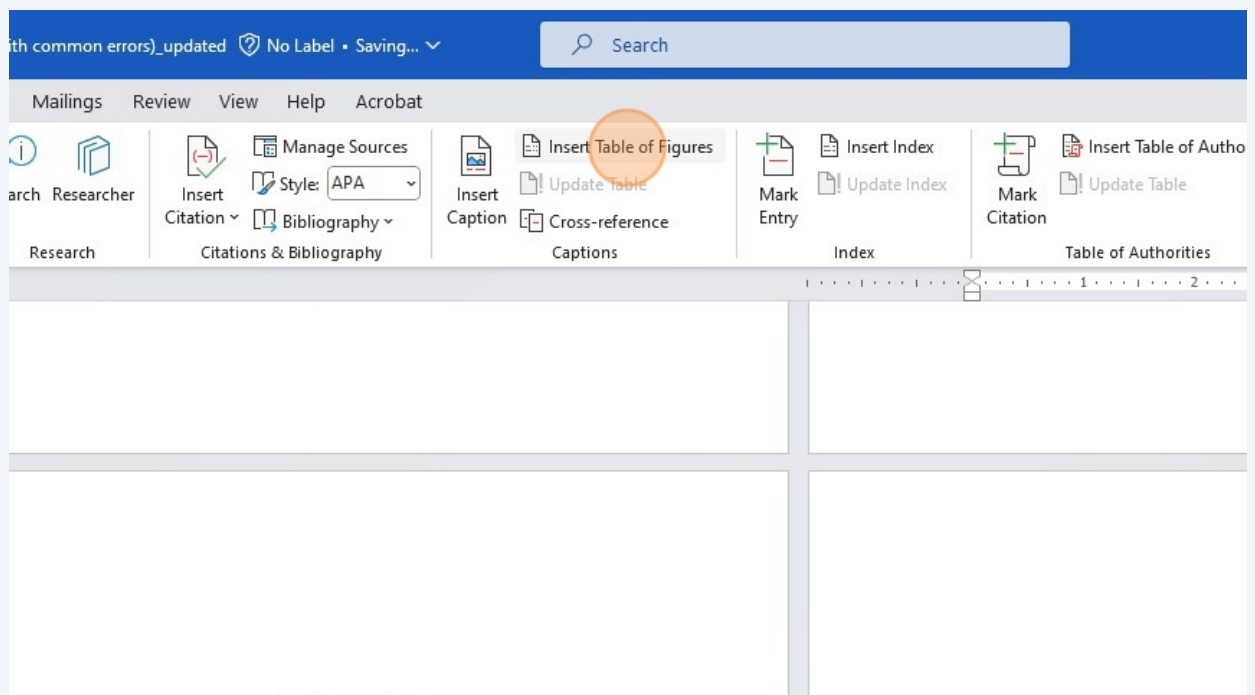


- 23 Now the List of Tables is inserted into the document.

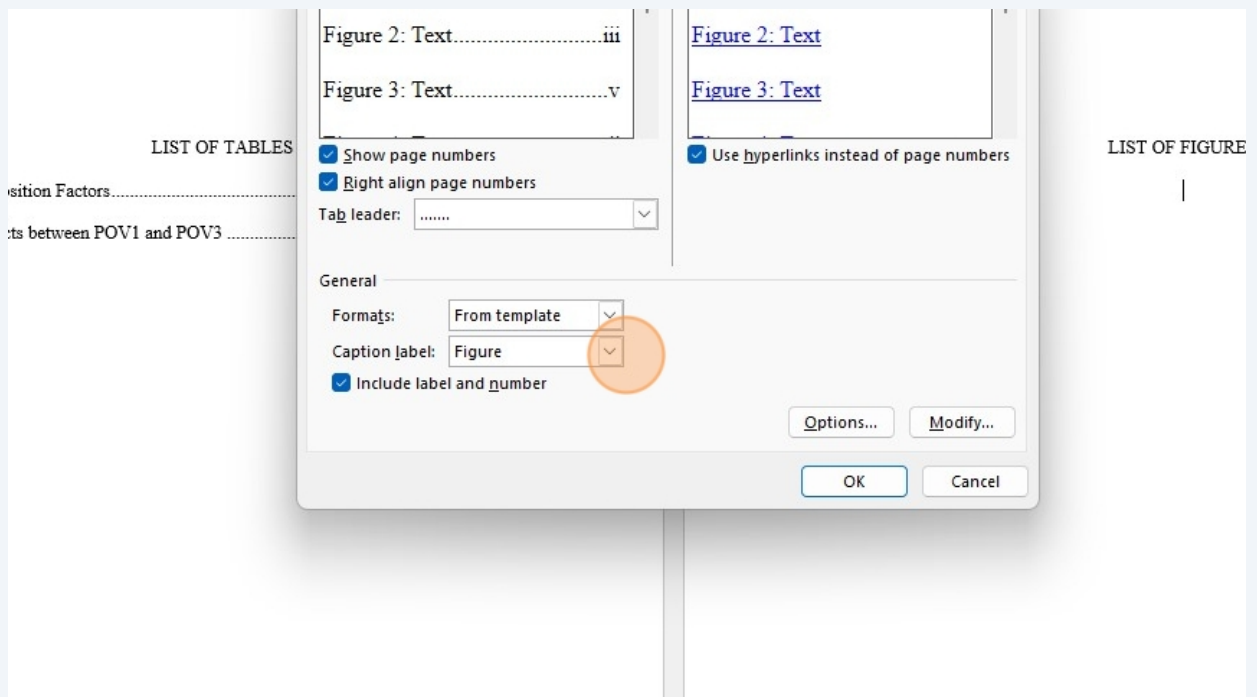
LIST OF TABLES	
Table 1: Composition Factors.....	2
Table 2: Conflicts between POV1 and POV3 .....	6

- 24 Now we want to do the same to add in the List of Figures.

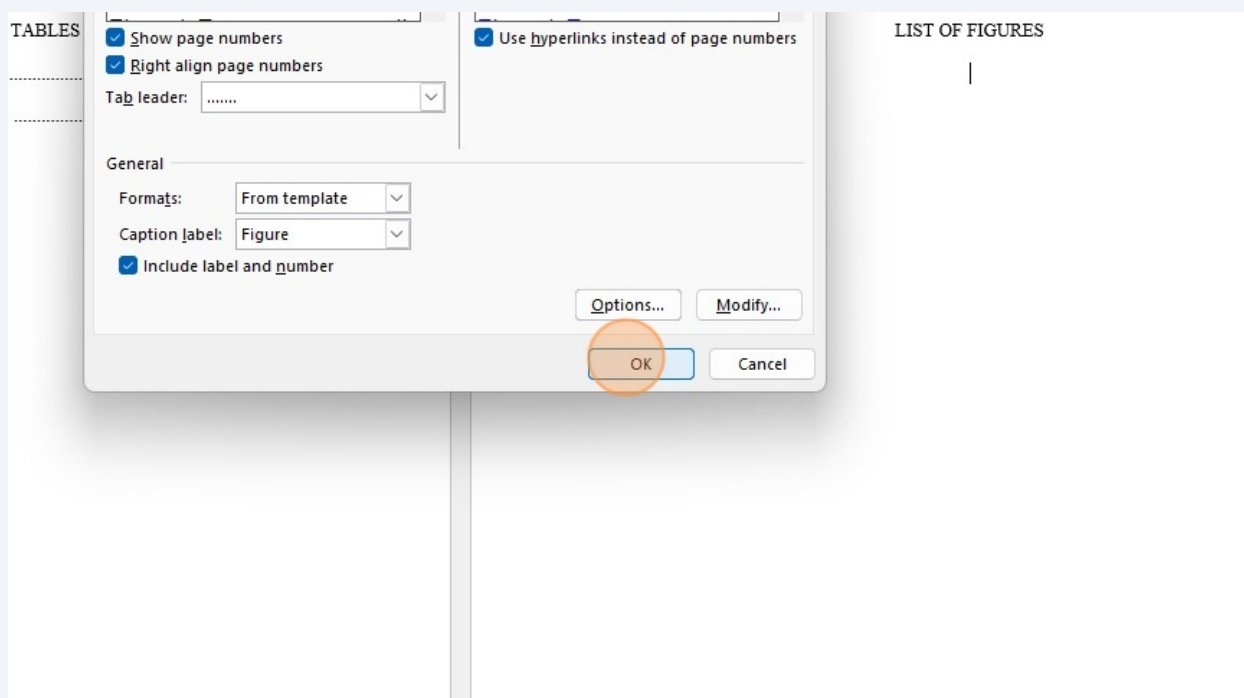
Click "Insert Table of Figures..."



25 Click on which table you are adding in.



26 Click "OK"





**27** Now the List of Figures is inserted into the document.

#### LIST OF FIGURES

Figure 1: Varying levels of culpability, 1st person.....	4
Figure 2: Varying levels of culpability, 3rd person.....	5
Figure 3: Emerging Trends, CA5—CS9.....	7
Figure 4: Current Movements, CA5—CS9 .....	8



If you add or remove any Tables/Figures/Equations or if the page numbers change you will need to update the Lists.

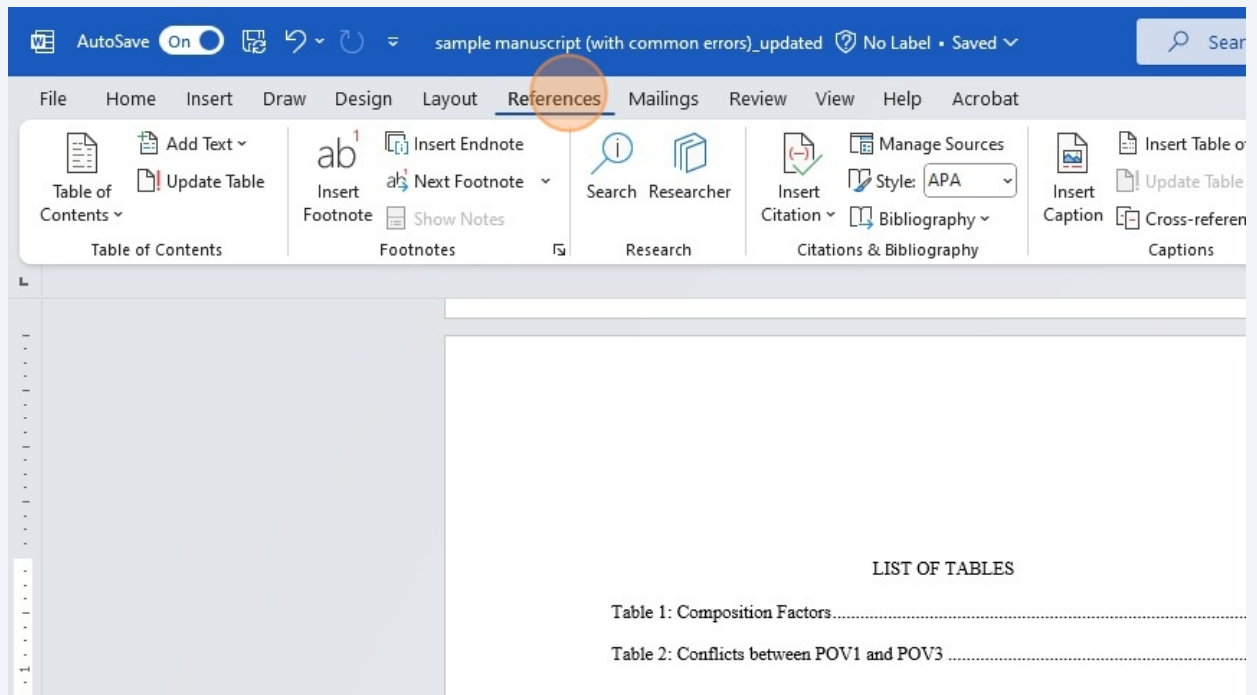
**28** Click on the List that you wish to update or highlight it.

Table 1: Composition Factors.....	2
Table 2: Conflicts between POV1 and POV3 .....	6

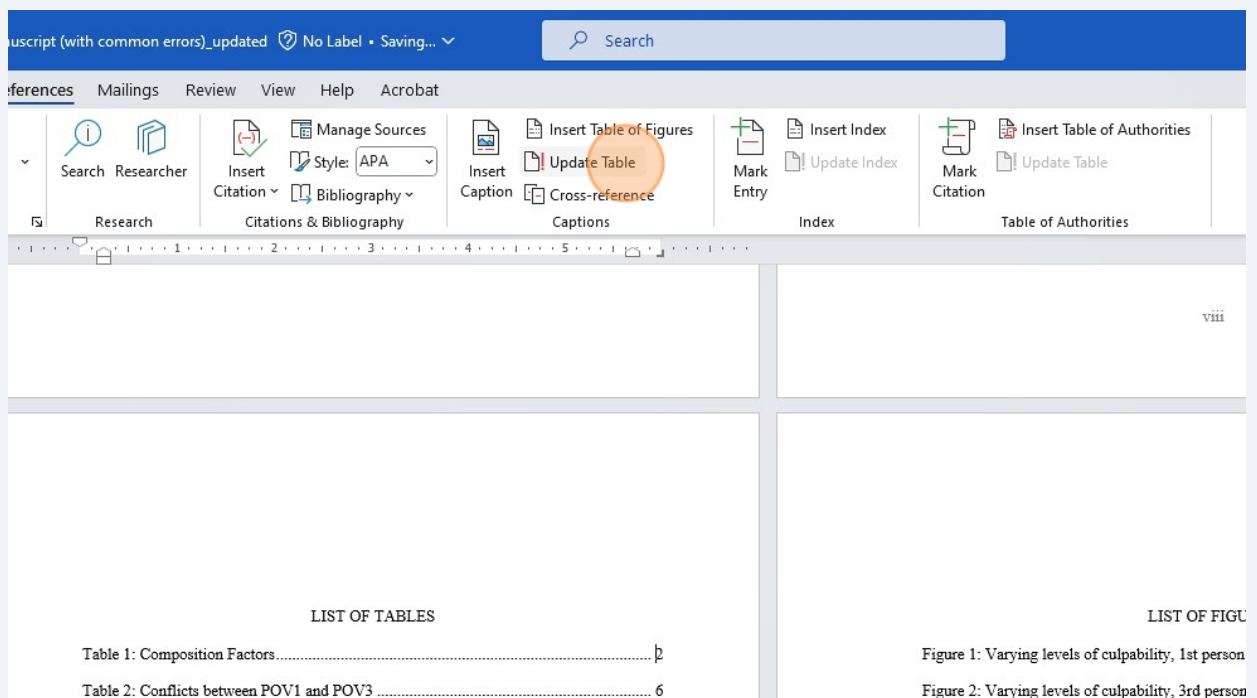
Current Document  
Ctrl+Click to follow link

Figure 1: Varying levels of  
Figure 2: Varying levels of  
Figure 3: Emerging Trends  
Figure 4: Current Move

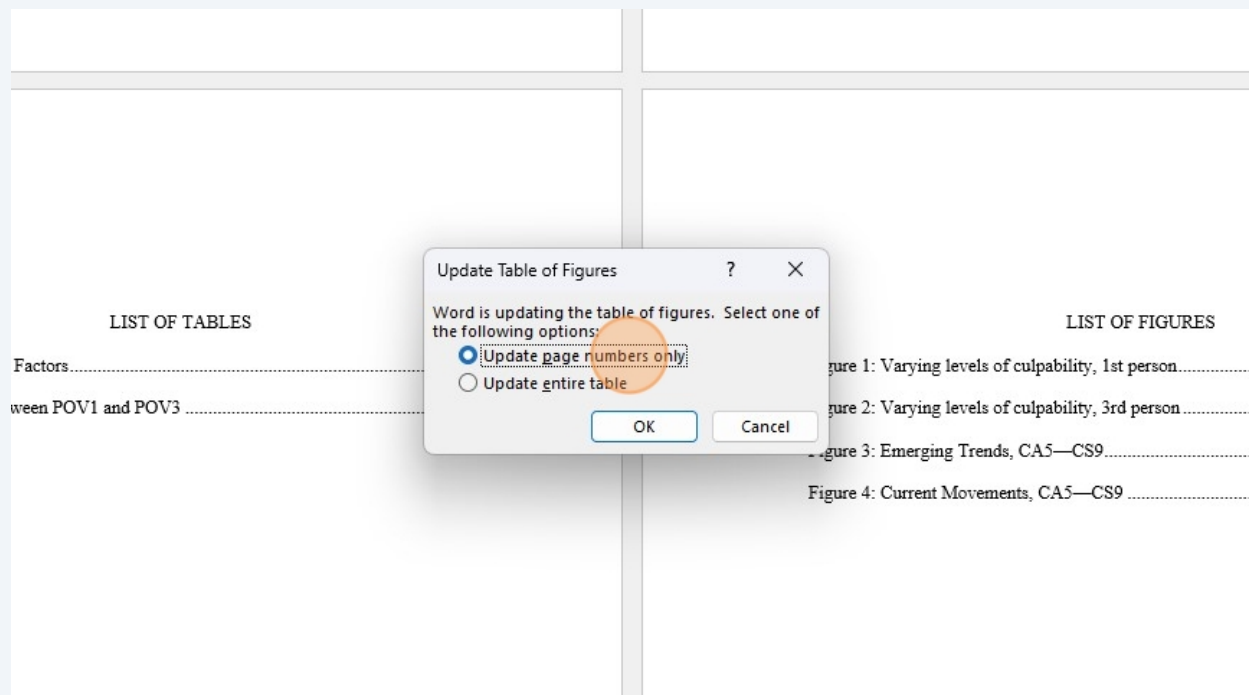
## 29 Click "References"



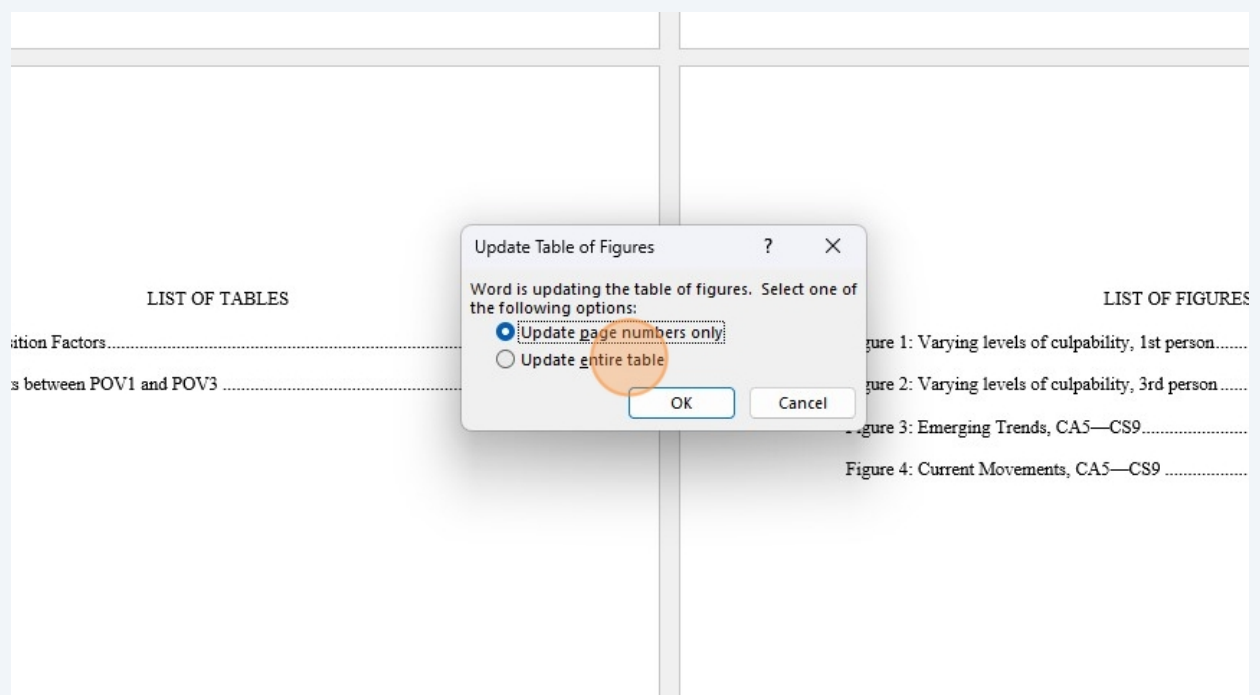
## 30 Click "Update Table"



- 31 Click "Update page numbers only" to update the page numbers only.



- 32 Or Click "Update entire table" to update the entire table if you added in or deleted any Tables/Figures/Equations.



**33** Click "OK" and the table will automatically update.

