

## Adding Picture Captions

The old saying “A picture is worth a thousand words” may be true, but sometimes even pictures require an explanation. Inserting pictures in Word is pretty straightforward, but what about adding a caption below your picture? To insert a caption above or below an image:

- 1) Right click the image.
- 2) From the context menu, select **Insert Caption**.
- 3) The Caption dialog box will appear. In the “Caption” text box, Word automatically provides default text (Figure 1). To create your own text, click the **New Label** button and type whatever text you want.
- 4) You have the option of positioning the caption text below the selected item or above the selected item by clicking the drop down arrow under Position.
- 5) Click **OK**, and the text you created will now appear either above or below the selected image. You now have the option to change the text, or format the text in whatever way you choose by highlighting the text and changing the color, size, font, paragraph spacing, etc.

