



Captions on Images, Tables and Equations

If someone's printer creates a poor copy of an image or if the image is complex and confusing to someone with a visual, learning or cognitive disability, having images captioned comes in handy and optimizes the accessibility of your documents.

To add a caption in Word 2007:

1. Select the image.
2. Press the AppKey to open the Context menu.
3. Choose Insert Caption. The keyboard command is N for picture Captions in Word.
 - a. There is a different keyboard command for table Captions.
4. This opens a dialog where you can either type or paste in caption text.
5. The figure and its number will be entered automatically.

If you add the Alt text first, the image will be selected and you will save a step when you add the Caption. If you add the Caption first, you will need to select the image again to add the Alt Text.

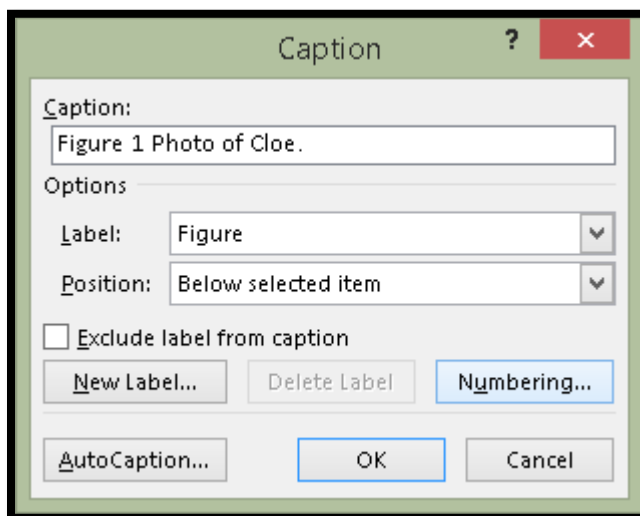


Figure 1 Insert Caption dialog with text for Caption.

By default the Caption is placed below the image. If you are adding a Caption to a table, it should go above the table to let people know what they can expect when they enter the table. Of course, as a document author, you can choose to have Captions for images show above the image for the same reason.

Tables and equations should also be captioned. You should be able to use the knowledge from this document to provide captions for tables and equations. Be sure to change the caption label to either Table or Equation.

Find more how to documents on the [Karlen Communications Handouts](#) web page.