

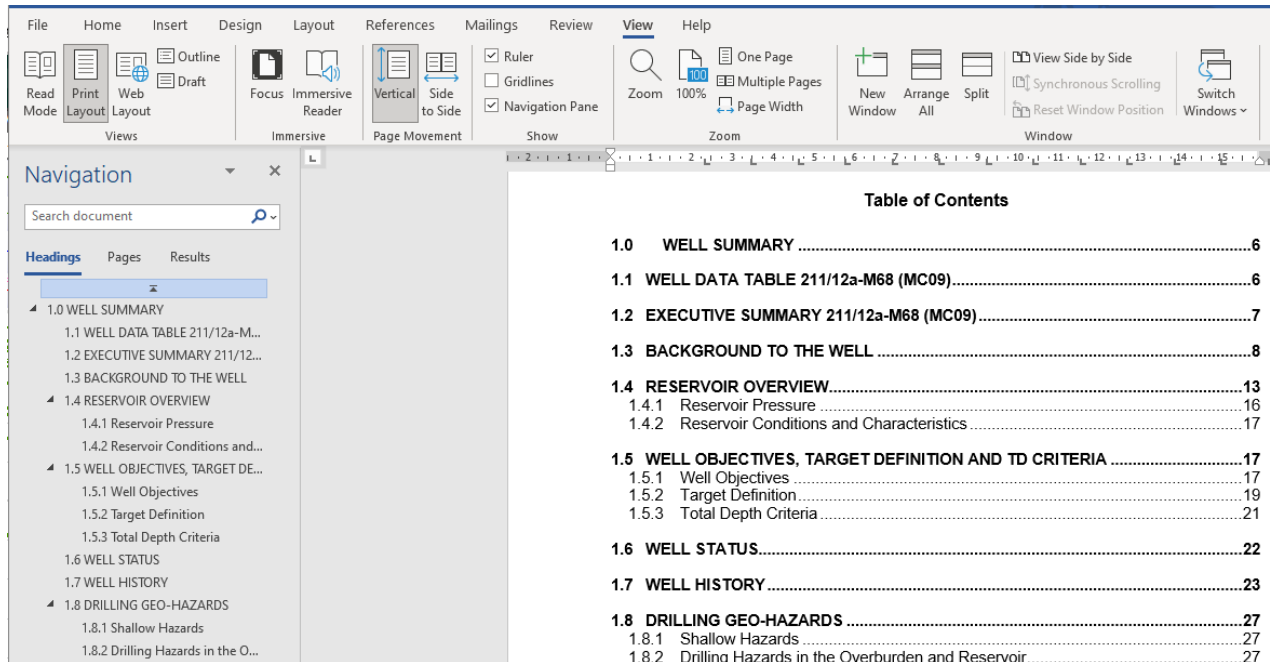
The Basics on Document Navigation, Figures & Tables



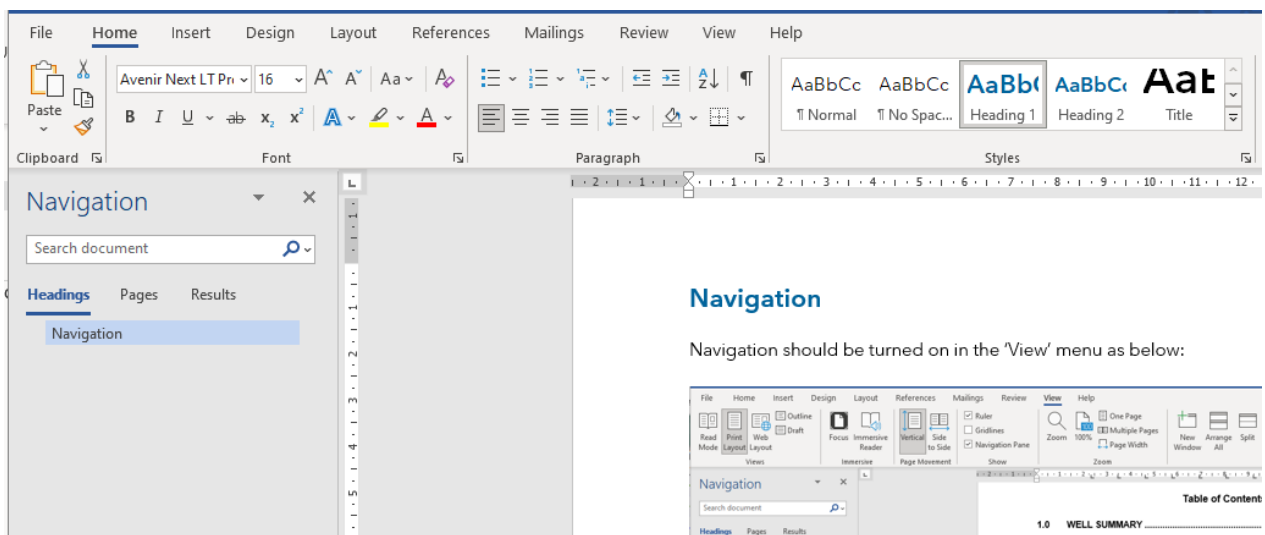
These are the basic steps in setting up navigation for a Table of Contents, Lists of Figures and List of Tables in Microsoft Word documents for report writing.

1.0 Navigation

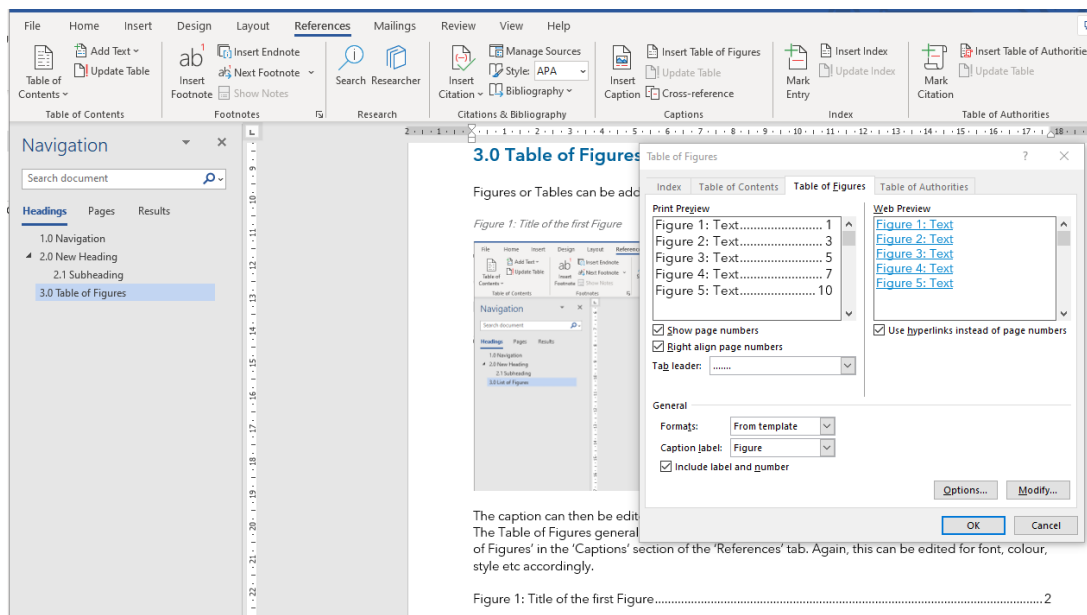
Navigation should be turned on in the 'View' tab as below:



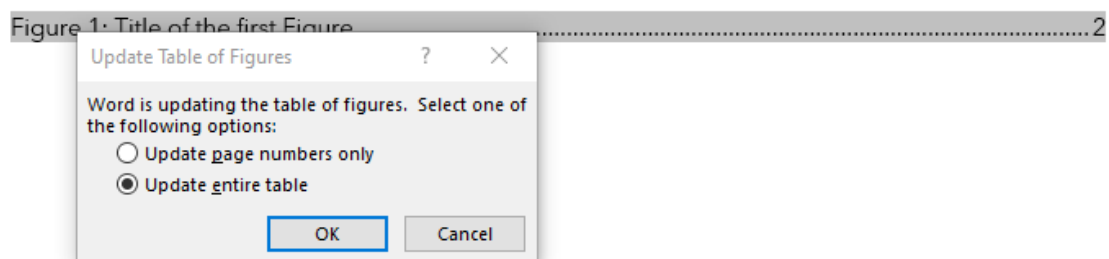
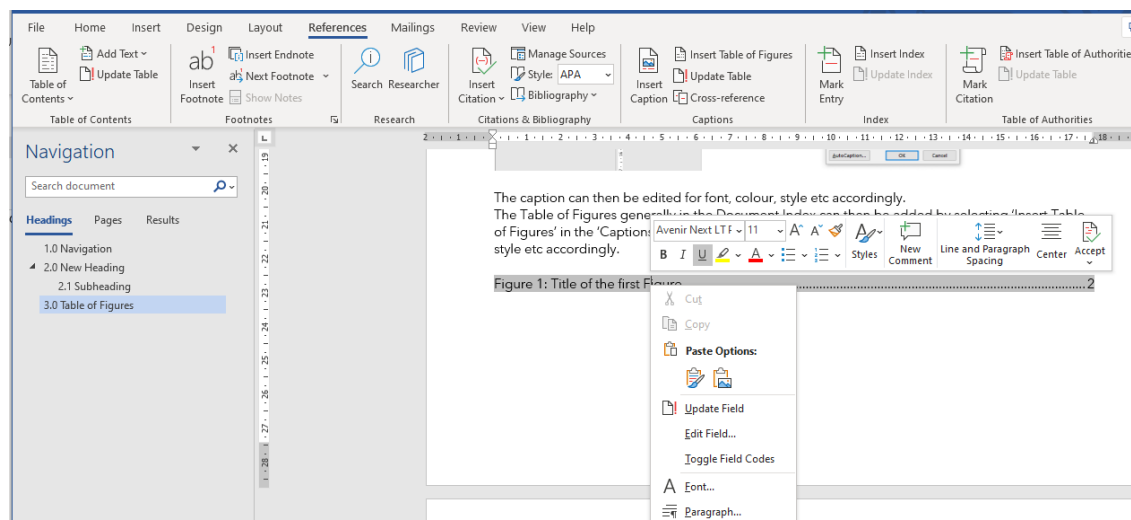
Headings can then be added using the 'Styles' menu. These can then be formatted and appear in the Navigation pane as shown on this page below:



New Heading's and Subheading's can then be added before/after as required by right clicking in the Navigation pane:



Each time a new Figure Caption is added, right click on the Table of Figures, click 'Update Field' and select 'Update entire table' or 'Update page numbers only' and the new Figure will appear the Table:



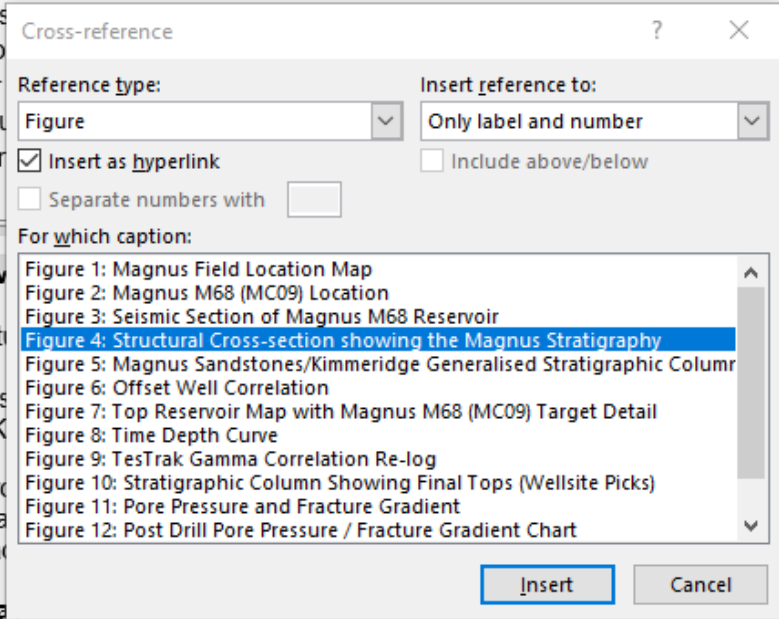
The same applies for Captioning 'Tables' and adding a 'Lists of Tables'.

4.0 Cross-referencing

Cross referencing Figures or Tables can be done in the main body of the text using the 'Cross-reference' button in the 'Captions' section of the 'References' tab as in the example below:

List of Figures

Figure 1: Magnus Field Location Map.....	9
Figure 2: Magnus M68 (MC09) Location	10
Figure 3: Seismic Section of Magnus M68 Reservoir	11
Figure 4: Structural Cross-section showing the Magnus Stratigraphy	12
Figure 5: Magnus Sandstones/Kimmeridge Generalised Stratigraphic Column	14
Figure 6: Offset Well Correlation	15
Figure 7: Top Reservoir Map with Magnus M68 (MC09) Target Detail	20
Figure 8: Time Depth Curve	26
Figure 9: TesTrak Gamma Correlation Re-log	38
Figure 10: Stratigraphic Column Showing Final Tops (Wellsite Picks)	41
Figure 11: Pore Pressure and Fracture Gradient	
Figure 12: Post Drill Pore Pressure / Fracture Gradient Chart	



Cross-reference

Reference type: Figure Insert reference to: Only label and number

☒ Insert as hyperlink ☐ Include above/below

☐ Separate numbers with

For which caption:

- Figure 1: Magnus Field Location Map
- Figure 2: Magnus M68 (MC09) Location
- Figure 3: Seismic Section of Magnus M68 Reservoir
- Figure 4: Structural Cross-section showing the Magnus Stratigraphy**
- Figure 5: Magnus Sandstones/Kimmeridge Generalised Stratigraphic Column
- Figure 6: Offset Well Correlation
- Figure 7: Top Reservoir Map with Magnus M68 (MC09) Target Detail
- Figure 8: Time Depth Curve
- Figure 9: TesTrak Gamma Correlation Re-log
- Figure 10: Stratigraphic Column Showing Final Tops (Wellsite Picks)
- Figure 11: Pore Pressure and Fracture Gradient
- Figure 12: Post Drill Pore Pressure / Fracture Gradient Chart

Insert Cancel

This allows you to 'Ctrl+Click' to follow the link and also if you change the Figure number it should automatically update.



www.dxcgeological.co.uk