

# 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:

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



# 2.0 New Heading

### 2.1 Subheading



# 3.0 Table of Figures

Figures or Tables can be added by selecting 'Insert Caption' in the 'Captions' section of the 'References' tab:

#### Figure 1: Title of the first Figure

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The caption can then be edited for font, colour, style etc accordingly.

The Table of Figures generally in the Document Index can then be added by selecting 'Insert Table of Figures' in the 'Captions' section of the 'References' tab. Again, this can be edited for font, colour, style etc accordingly.



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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:

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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
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Figure 1: Magnus Field	Location Map		9						
Figure 2: Magnus M68 (	Figure 2: Magnus M68 (MC09) Location								
Figure 3: Seismic Section	n of Magnus M68 Reservoir		11						
Figure 4: Structural Cros	re 4: Structural Cross-section showing the Magnus Stratigraphy								
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Figure 6: Offset Well Co	cross reference		.15						
Figure 7: Top Reservoir	Reference type:	Insert reference to:	.20						
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	Figure 3: Seismic Section of Magnus M68	Reservoir							
Figure 4 shows a struct	Figure 4: Structural Cross-section showing	g the Magnus Stratigraphy	alls						
within the Oxfordian to	Figure 5: Magnus Sandstones/Kimmenug	e Generalised Stratigraphic Column	the						
well- developed Magnus	Figure 7: Top Reservoir Map with Magnus	M68 (MC09) Target Detail	tea						
formation, dividing the K	Figure 8: Time Depth Curve								
The fault block was en	Figure 10: Stratigraphic Column Showing	Final Tops (Wellsite Picks)	ald						
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This allows you to 'Ctrl+Click' to follow the link and also if you change the Figure number it should automatically update.





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