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## How to create list of figures in google docs

Smart References is a cross-referencing feature for Google Docs, which can be installed from the Add-Ons Menu inside the Docs app. A Smart Reference is a text element that contains a reference to a heading or numbered list item elsewhere in the document. When the document is changed, such as by updating a header or list item number, all the Smart References in the document can be synchronized at once so they display the new header text and list numbers. Use Smart References instead of regular text to reduce hassle and potential for mistakes when maintaining documents that are structured as numbered lists or that make frequent reference to previous sections. Good examples might be the clauses in a contract or a lengthy dissertation. Once the Add On is installed, Smart References provides a sidebar which shows the document outline, including headings and numbered list items, with the start of the paragraph. Double click on an element in the sidebar to navigate to that place in the document. To insert a Smart Reference, select a document element from the sidebar with a single click. This will highlight the element and enable the "Insert reference" button. Place your cursor in the document at the position you want the reference. Then click on the "Insert reference" button at the bottom of the sidebar. Now you have inserted A Smart Reference. Smart References look like ordinary text, but they are also a type of hyperlink. Smart References use the link to maintain a relationship with the referenced heading or list item. You cannot use this hyperlink for navigation. If you wish to turn the smart reference into ordinary text, you can remove the hyperlink. After changes are made to the document (such as adding list items), the references in the document may no longer be correct and need to be updated. From the Add-Ons menu, select "Smart References" > "Update references", or click on the "Update references" button on the sidebar. All the Smart References in the document are updated to the new values. We've also produced a video tutorial for the AddOn on our YouTube channel. The video covers: What cross-references in Google Docs are, and why they are a problem!How to install the Smart References Add OnCreating new Smart ReferencesUpdating all the References in a documentHighlighting references with removed targets. GENERAL INSTRUCTIONS Lower case Roman Number (iii), centered, bottom of page. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch. Font: 12 pt. Use same font style throughout document. Title: LIST OF FIGURES -- ALL CAPS, bold, centered on first line. (Use CHPT HD font style). On the next line, change the justification to Justify. This is the fourth justification selection on the right side of the Right Justify button. It looks like four equal-sized lines stacked on top of each other. This will force the text to evenly space itself between the margins. Use RegText to type these two words: Figure Page Place your cursor in front of the word Page. Use the Tab key on your keyboard to force the word Page to move as far right as possible. When Page goes onto the next line, stop, and use the Backspace key until it is on the same line as Figure. Use your spacebar to move Page as far over to the right as you can without moving it onto the next line. Next, you must set a font style. Click on the down arrow on the far right side of the visual Style Gallery. Click Create a Style. This opens a Create New Style from Formatting window. Change the name to Figure title. Click Modify. Under Formatting: Select your chosen font from the drop-down menu (i.e. Times New Roman). Set it to 12 pt. Left justified. Single-spaced. Click on Format in the bottom left-hand corner of the window. Select Font. Under Effects, make sure that no options are checked. Click OK. Click OK again. You should now see your new style named Figure title in the Style Gallery. HOW TO INSERT A LIST OF FIGURES Click on the Reference tab. Click on Insert Table of Figures in the Captions section. Under General, make sure that Caption label is set to Figure. Also make sure that Include label and number is unchecked. Click on Modify. This shows a preview of the font that will be used to create your List of Figures. Click on Modify. Under Formatting, change the font style so that it matches the font used in the rest of your document: 12 pt. Left justified Double-spaced. Click on the Format button, and select Paragraph from the dropdown menu. Under Indentation, make sure that Left is set to 0.3. Click Ok, Ok, Ok, and Ok to close all of the windows. Don't be surprised if the following appears: No table of figures entries found. This will be replaced with your figure titles as you start inserting them into your document. When finished, click on the Insert tab and click on Page Break to start a new section. Is it possible to add captions to tables in Google docs? I would like to be able to produce an automated list of tables. For example something like this : Any idea ? 1 In this video, I show you how to add a table of contents to a Google Doc in two different ways. One way is by changing the specified text to "headlines" and then inserting a Table of Contents, which automatically creates links to your headlines. The other way is by making your headlines into bookmarks and then inserting links to your bookmarks at the beginning of the document. The fact that you can create a table of contents on a Doc is one of the many benefits of using Google Docs and the fact that it is all on the internet. Once you watch this video, you'll see how easy it is to add a table of contents to any Google Doc. A table of contents makes it easy for you, your collaborators, and viewers to quickly navigate to a section of your document. Each item in your table of contents links to the titled sections of your document that use the heading styles. Here's how to add one to your document: Go to the Format menu and select Paragraph styles to add headings to sections of your document. There are six different heading sizes to choose from. Place your cursor where you'd like to insert the table of contents. Go to the Insert menu, and select Table of contents. If you need to move the table of contents, select it as you would select text and either move it with your cursor or cut it and paste it. You can continue to add headings to your document or change current headings. However, if you'd like a change to become part of the table of contents, you need to click first the table and then the Refresh button. Important: If you want to change the text of the table of contents, edit the headings in the document body rather than in the table of contents. Once you update the table of contents by clicking the Refresh button, any manual edits you made in the table of contents will be cleared. Reference: Google Documents; Table of contents in documents If even one numbered table or figure appears in your manuscript, then a List of Tables and/or a List of Figures must be included in your manuscript following the Table of Contents. If both are used, arrange the List of Tables before the List of Figures. NOTE: The templates were created using the 2013 version of Microsoft Word. If a template is downloaded in another version of Word or another word processing program, the formatting may be incorrect. Also, if a template is copied and pasted into another document, the settings of that document (margins, page number settings, font style, etc.) may affect the look of the template. List of Tables template (DOC) This Microsoft Word document can be saved to your computer to use as a template. It was created using Microsoft Office 2013 version of Word. Please email lib-thesis@csulb.edu if you have problems with the download. List of Figures template (DOC) This Microsoft Word document can be saved to your computer to use as a template. It was created using Microsoft Office 2013 version of Word. Please email lib-thesis@csulb.edu if you have problems with the download. Adding a table of contents to your document is a useful way to show readers each topic/chapter listed inside your file. When you create a table of contents in Google Docs, it automatically generates one and adds links that jump to each section they reference when clicked, allowing for quick access to specific parts of your document. Place the insertion point in your document where you want the table of contents to go. Typically, tables of content appear after the initial title but before the introduction or body of your document. Click "Insert," point to "Table of Contents," and then click on either of the two options provided. The first option is a plain-text table of contents with numbers on the right side. The second option doesn't use page numbers, but instead inserts hyperlinks that jump to the noted section. The first is intended for documents you'll print, the second for documents to be viewed online. Note that in order to create an automatically generated table of contents that links to specific sections of your document, you must format each chapter—or title—using Google Docs' built-in head styles. This lets Docs know how to populate the table add clickable links. Each heading style is treated slightly differently in the table of contents. For example, the Heading 1 style denotes a top-level entry in the table of contents. Headings using the Heading 2 style are considered subsections and appear indented under the preceding Heading 1 style in the table. Heading 3 is a subsection of Heading 2, and so on. If you change your headings (add, remove, or just modify the text), you can update your table of contents to reflect those changes by clicking the table of contents in the body of the document and then clicking the "Update Table of Contents" button (which looks like a Refresh button). To delete a table of contents, right-click it and select "Delete Table of Contents."

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