

Last updated June 2019

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Keeping Captions with their Figures

For current guidance from the University of Minnesota Graduate School, see [Graduate School Dissertation and Thesis Guidelines](#) (PDF).

After [adding a caption to a figure](#) (like an image or a table), it is best to keep the caption with the figure so it doesn't separate on a page break.

Your turn: Keep a caption with its image

In this tutorial you will change the paragraph settings to keep a caption with its image across page breaks.

You are welcome to use your own document, or [work with our example document](#) and [example image](#).

[See the Inserting Images tutorial](#) for more on inserting images.

[See the Captions tutorial](#) for more on adding captions to images.



Figure 2-2 Work Hard Gets Results



Step 1: Select the caption text

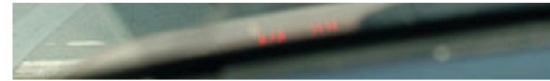


Figure 2-2 Work Hard Gets Results

is another challenge for Faculty members



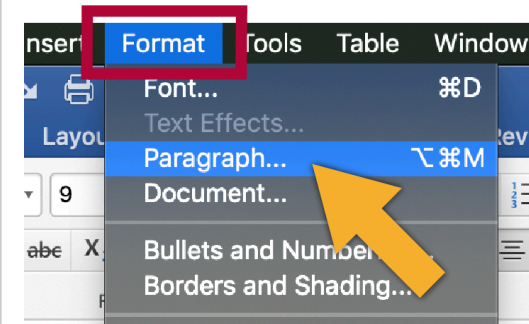
Step 2: In the **Home** tab, choose **Paragraph Settings**

Mac users: Paragraph settings are accessed from the Format menu: Format → Paragraph.

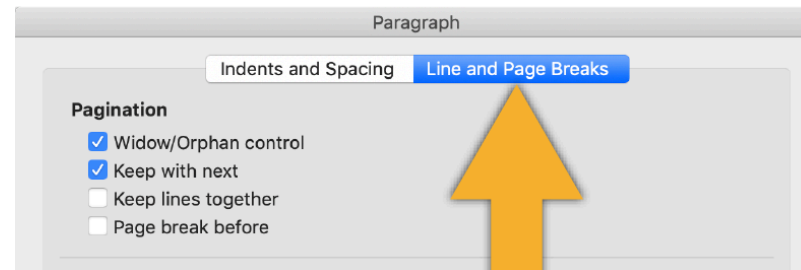
Windows



Mac

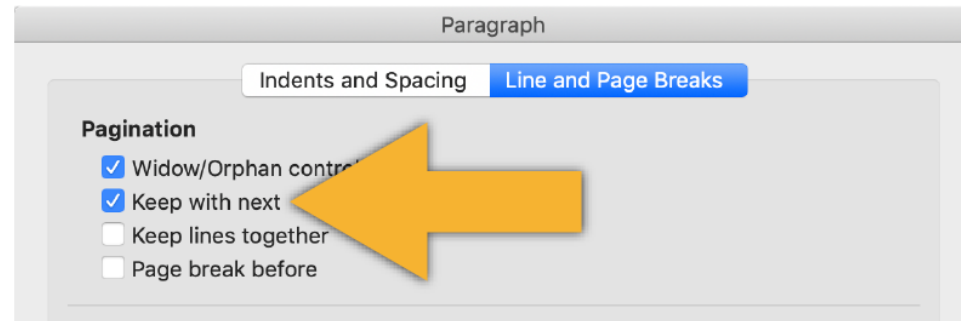


Step 3: In the **Paragraph Settings** dialog box, select the **Line and Page Breaks** tab

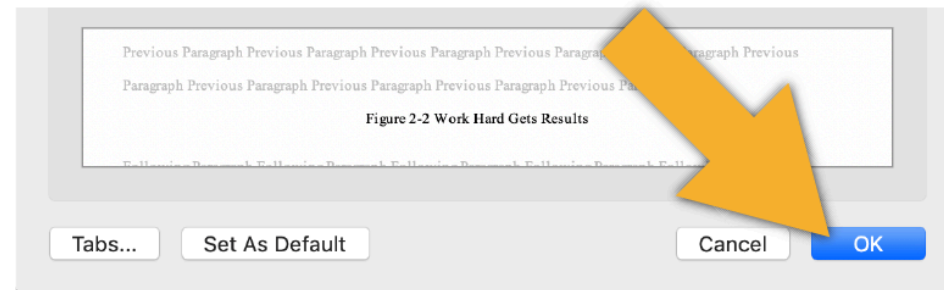


Step 4: Under **Pagination**, Choose **Keep with next**

(We think this is counterintuitive, since in our example the image is *above* the caption. But it works!)



Step 5: Choose **OK** (this is the final step)



Done!

You've changed the paragraph settings for a caption to keep it with its image.

Do this for all of your captions, even if they are above your figures. This will also work for other figures like tables and charts.

Note: this method does not work if



Figure 2-2 Work Hard Gets Results



you drag the image away from its caption.

Learn more

- [Add, format, or delete captions in Word](#) from Microsoft
- [Create a cross-reference in Word](#) from Microsoft

[← Previous tutorial: Inserting Captions and Cross-References](#)

[Next tutorial: Copying Charts from Excel →](#)