How to Separate Figures, Charts and Graphs From Your Paper Submission

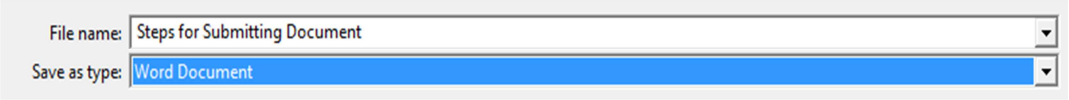
Part One

Figures and Images in Document

1. Open your document in Word 2010 (other versions will work, but this guide is written specifically for Word 2010).
2. Find your first image.
3. Right Click the image.
   a. Select "**Save as Picture**"
   b. Save the image as either "Portable Network Graphics" (PNG) or "Tag Image File Format" (TIFF)
   c. You should name the file something descriptive like "Figure One" or "Chart A" or "Equation B"
   d. Once you have saved all your images as pictures, go back to the beginning of your document.

If your Equations are not already images in the Word document

4. Save a copy of your document as a Word document

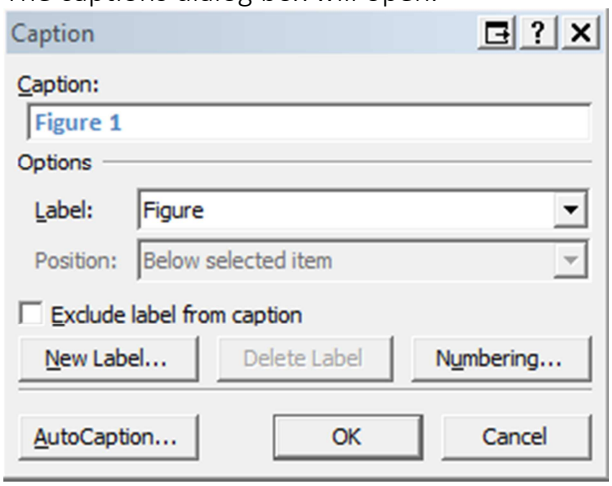


5. This will automatically convert all equations to images.
6. Go through the newly saved Word document and follow **Steps 1-3.**

Part Two

Placing captions in the document

1. Find the first image in your document.
2. Click the document underneath the image to place the cursor.
3. Click "**References**" Tab on the Word ribbon.
4. Find the "**Captions**" group and locate "**Insert Caption**."
   a. The captions dialog box will open.



   b. The drop down arrow for the **"Label"** box will give you several options
      1. You can select Figure, Equation, or Table. You may also create a new label (e.g. "Chart")
   c. The Caption Text box (in the above figure it is the box with the blue "Figure 1" inside will automatically update the numbers throughout the document. [1]
   d. Select OK.
   e. Your caption should be inserted now.
5. Repeat for every item, labeling figures with "Figure," equations with "Equation" et cetera.

[1] NOTE: This is why it is important to name your saved images appropriately (Figure 1, Equation 2 et cetera)

Part Three

1. Start at the beginning of your document and find each object and delete it, making sure not to delete your captions.
2. Make sure your caption names match up with the file names for the objects you saved in step one.
3. Save this document (.doc or .docx) and submit.
4. Make sure you submit all associated images with your text submission.