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

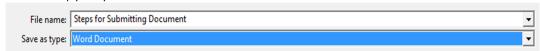
### Part One

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

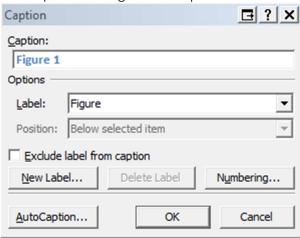


- 5. This will automatically convert all equations to images.
- 6. Go through the newly saved Word document and follow Steps 1-3.

#### 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. <sup>1</sup>
- d. Select OK.
- e. Your caption should be inserted now.
- 5. Repeat for every item, labeling figures with "Figure," equations with "Equation" et cetera.

<sup>&</sup>lt;sup>1</sup> 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.