MULTI-LINE FIGURE TITLES: HOW TO SHORTEN YOUR LIST OF FIGURES

Multi-line figure titles are allowed in an NPS thesis, but the List of Figures must show only the first sentence and the citation, if any. To do this, use a “style separator,” which will hide the rest of the caption from the List of Figures. Here’s how:

First, prepare your captions:
1. Write all your captions.
2. Apply Figure Title style to each:
   a. Call up the “Styles” palette (press Control + Shift + Alt +S at the same time).
   b. Click anywhere inside the caption.
   c. Choose Figure Title from the list.
   d. Repeat steps b and c for each caption.

Second, activate hidden Figure Title 2 style:
1. If needed, call up the “Styles” palette again (Control + Shift + Alt +S).
2. Click Manage Styles button at the bottom (third from left).
3. Click Recommend tab.
5. If “Show recommended styles only” box is checked, uncheck it.
6. Scroll to Figure Title 2: Hide from LOF in the list and select it.
7. Click the Show button.
8. Click OK. The style will appear in the “Styles” palette.

Third, apply the Figure Title 2 style to the secondary caption text:
1. Click button in the Paragraph section in Word’s ribbon to activate “Show/Hide” mode.
2. In the caption, insert the cursor after the citation, after the period—if there is no citation, place it after first sentence, after the period.
3. Press Enter. The caption will break into two.
4. Highlight the new return mark you just entered.
5. Press Control + Alt + Enter at the same time.
6. The caption will snap back into one.
7. Click anywhere inside last sentence of the caption.
8. Click Figure Title 2: Hide from LOF in the “Styles” palette.
9. Repeat steps 2 to 8 for all multi-line captions.

Finally, update the List of Figures:
1. Go to your List of Figures.
2. Right Click on any entry.
3. Choose Update Field.
4. Viola! Only first line of each caption is visible in the list.