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.
4. Under "Sort Order" choose **Alphabetical**.
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.