**Turning Off Figure Caption Numbering**

If you just want your figures to have a caption and no number, there is a way to do that. Keep in mind that you will not be able to make a table of figures quite as easily if you remove the automatic numbering.

Word, indeed, does not allow you to turn off caption numbering and still use the automatic captioning feature. You can, however, use the feature to add numbered captions and later edit each caption to remove the numbers.

This is probably more work than you want to do, however. A quicker way is to just add your own captions to each figure manually. Type the caption (you'd have to do that in the captioning feature anyway) and then use either the built-in Caption style or your own custom style to control how the caption looks. If you need a way to refer to the caption in your main text, you can then define a bookmark that encompasses the caption and reference that bookmark in the text.

One of the benefits of using the automatic captioning feature, of course, is that your captions can be gathered together by Word and placed in a table of figures. This can't be done quite as easily if you use your own manual captions. However, if you are careful to use a single style to format your captions, you can modify the way that Word pulls together the TOF to make sure that all paragraphs with that particular style are included.