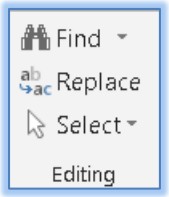
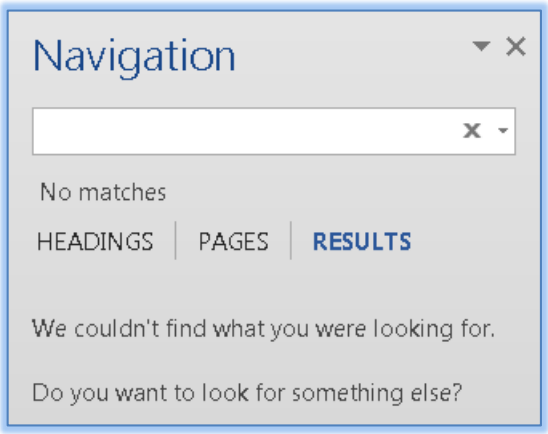
Footnotes and Endnotes

Sometimes when writing a paper it is necessary to insert text at the bottom of a page in a document to reference something on that page. You do this by placing a footnote at the bottom of the page. If footnotes are added or deleted from the document, the remaining footnotes are renumbered.

Search for Text

- Find the word or words where the **Footnote** is to be applied. This can be done by using the **Find** feature.
- Click the **Home Tab**.
- In the **Editing Group**, click the **Find** button (see illustration below left).

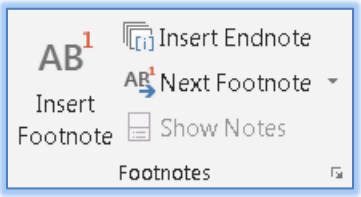


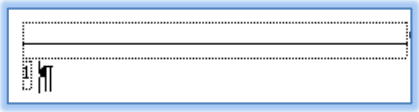


- The **Navigation Task Pane** will appear (see illustration above right).
- In the **Search** box, input the text you are searching for. This can be one word or a string of words.
  - The results will appear in the **Navigation Task Pane**.
  - Each incident of the word will be highlighted in the document.
- When the text has been found, click the **Close** button in the upper right corner of the **Task Pane**.

Create Footnote

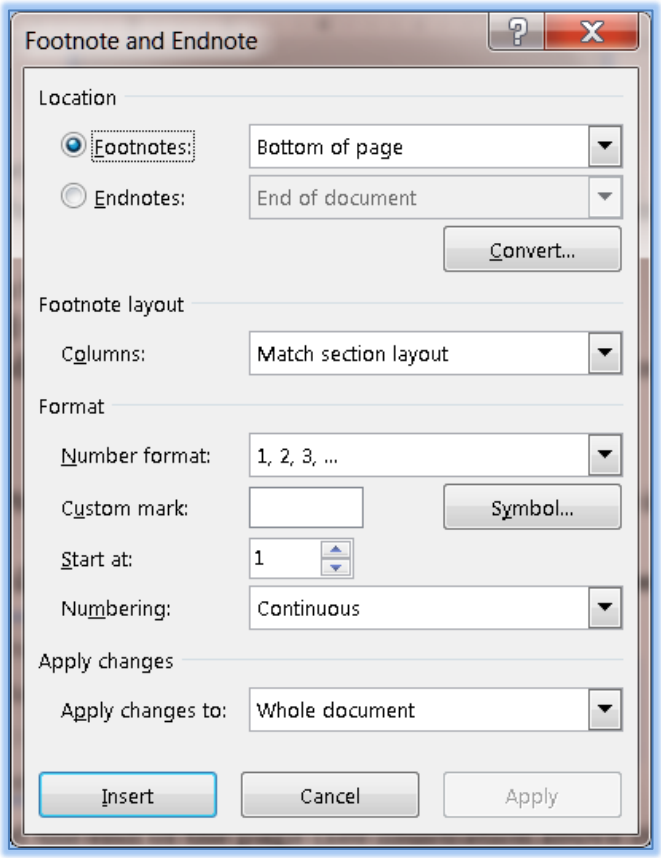
- Position the **Insertion Point** to the right of the text for which the footnote is being created.
- Click the **References Tab**.
- In the **Footnotes Group** (see illustration below left), click the **Insert Footnote** button.





- A **Footnote** will be inserted at the end of the page (see illustration above right).
  - A number will appear to the right of the selected text.
  - A number coordinating with the other number will appear at the beginning of the footnote.
- Input the text for the footnote.

- To display the **Footnote and Endnote** dialog box:
  - Click the **Dialog Box Launcher** button.
  - This button appears in the bottom right corner of the **Footnotes Group**.
  - The **Footnote and Endnote** dialog box will appear (see illustration below).



- Click the **Footnote** option button.
- Click the drop down arrow next to the **Footnote** option to specify where the footnote should appear.
- The options here are:
  - **Bottom of page** – This option will place the footnote at the bottom of the page where the footnote is referenced.
  - **Below text** – This option will place the footnote at the end of the document.
- Click the **Columns** list arrow to specify the number of columns for the **Footnote**.
- Click the drop down arrow for the **Number format** option.
  - Select a number format for the footnote.
  - This number will appear in the document and in the footnote.
- Click the **Symbol** button next to **Custom Mark** to specify that a different symbol will be used for the footnote. This will replace the AutoNumber format.

  or
- Input a symbol into the **Custom Mark** box.
- Change the **Start at** number if the footnote should start with a different number than the number one (1).
- Decide from one of the **Numbering** options to specify how the footnotes should be numbered.

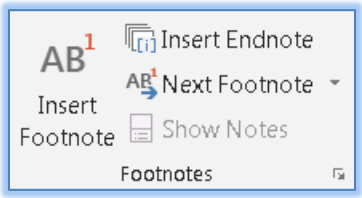
- **Continuous** – This option is used to number the footnotes continuously throughout the document, even if the document contains sections.
- **Restart each section** – Each time a new section is started, the footnotes will start with number one (1) again.
- **Restart each page** – Each time a new page is started, the footnote numbering will start with number (1) one again.

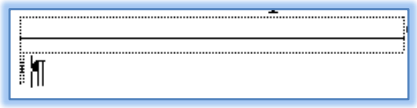
- In the **Apply changes to** box, choose from one of the available options. If the document is not divided into sections, the **default** will be **Whole Document**.
- Click **Insert** to create the footnote.
- The **Footnote** will appear at the bottom of the page.
- Input the text for the **Footnote** into the area.
- Click into the body of the document to close the footnote box.
- Scroll to the area in the document where the **Footnote** should be referenced.

Insert Endnote

An Endnote appears at the end of a document. It serves the same purpose as a footnote. It is used to reference materials used to create a presentation or to prepare a list of information pertaining to material in the document. To create an Endnote:

- Position the **Insertion Point** to the right of the text for which the footnote is being created.
- Click the **References Tab**.
- In the **Footnotes Group** (see illustration below), click the **Insert Endnote** button.



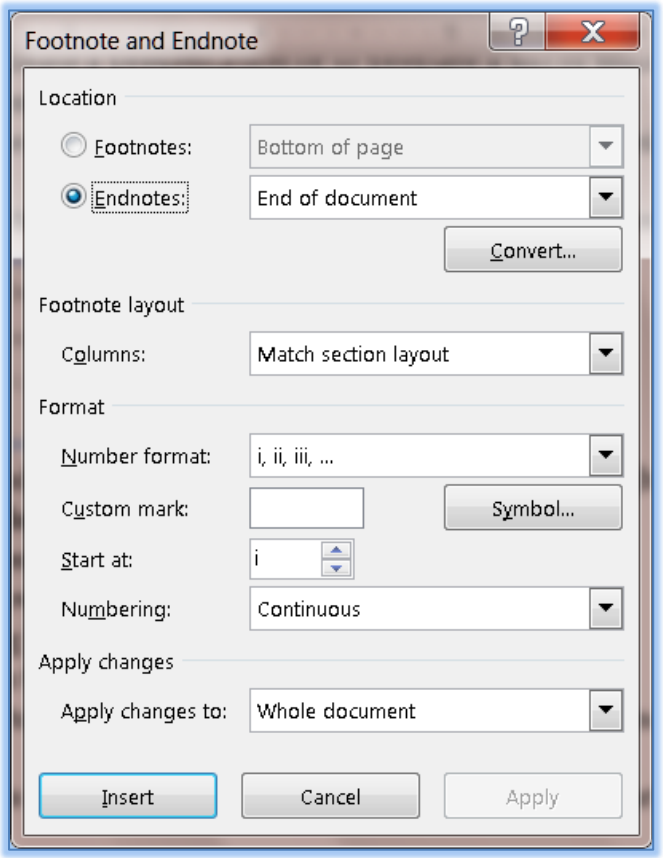


- An **Endnote** will appear at the end of the document (see illustration above right).
- To display the **Footnote and Endnote** dialog box:
  - Click the **Dialog Box Launcher** button.
  - This button is located in the lower right section of the **Footnotes Group**.
- The **Footnote and Endnote** dialog box will appear (see illustration on next page).
- Click the **Endnotes** option button to select it.
- Click the drop down arrow next to the **Endnote** option to specify where the endnote should appear. The options here are:
  - **End of section** – This option is used to place the endnote at the end of a particular section in the document.
  - **End of document** – This option will place the endnote at the end of the document.
- Click the **Columns** list arrow to specify the number of columns for the **Footnote**.
- Click the drop down arrow for the **Number format** option.
  - Select a number format for the endnote.
  - This number will appear in the document and in the endnote.
- Click the **Symbol** button next to **Custom Mark** to specify that a different symbol will be used for the endnote. This will replace the **AutoNumber** format.

or

- Input a symbol into the **Custom Mark** box.

- Change the **Start at** number if the endnote should start with a different number than the number one (1).
- Decide from one of the options below to specify how the endnotes should be numbered.
  - **Continuous** – This option is used to number the endnotes continuously throughout the document, even if the document contains sections.
  - **Restart each section** – Each time a new section is started, the endnotes will start with number one (1) again.



- In the **Apply changes to** box, choose from one of the available options. If the document doesn't contain any sections, the only option available is Whole Document.
- Click **Insert** to create the endnote.
- The **Endnote** will appear in the specified area of the document.
- Input the text for the **Endnote**.
- Click into the body of the document to close the footnote box.
- To move to the area where the **Endnote** was inserted, double-click on the **number** in the **Endnote** box.

Switching from Footnote to Endnote

After an Endnote or Footnote has been inserted into a document, it is possible to switch them to the opposite option. To do this:

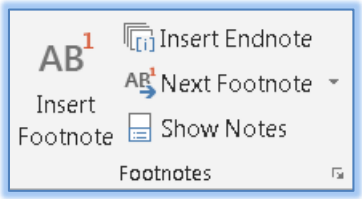
- Open the **Footnotes and Endnotes** dialog box.
- Click the **Convert** button in the **Location** section of the dialog box.
- Choose one of the available options:
  - Convert all footnotes to endnotes.

- Convert all endnotes to footnotes.
- Swap footnotes and endnotes.

- After the choice has been made, click the **OK** button to exit the dialog box.
- Click the **Insert** button to exit the **Footnote and Endnote** dialog box.

Show Footnotes

- To display the **Footnotes** or **Endnotes** in a document:
  - Click the **References Tab**.
  - In the **Footnotes Group**, click the **Show Notes** button (see illustration below).



  - The **Show Notes** dialog box will display.
  - Click one of the two options, which are:
    - View footnote area.
    - View endnote area.
  - Click the **OK** button to view the chosen option.
- To move from one **Footnote** or **Endnote** to another:
  - Click the **References Tab**.
  - Click the **Next Footnote** button in the **Footnotes Group**.
  - Click one of the four options that appear.
  - The next **Footnote** or **Endnote** will appear.
- Continue this process until all the **Footnotes** or **Endnotes** have been displayed.