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.

The Navigation Task Pane will appear.
† 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, 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.

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**, 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.
  - 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.