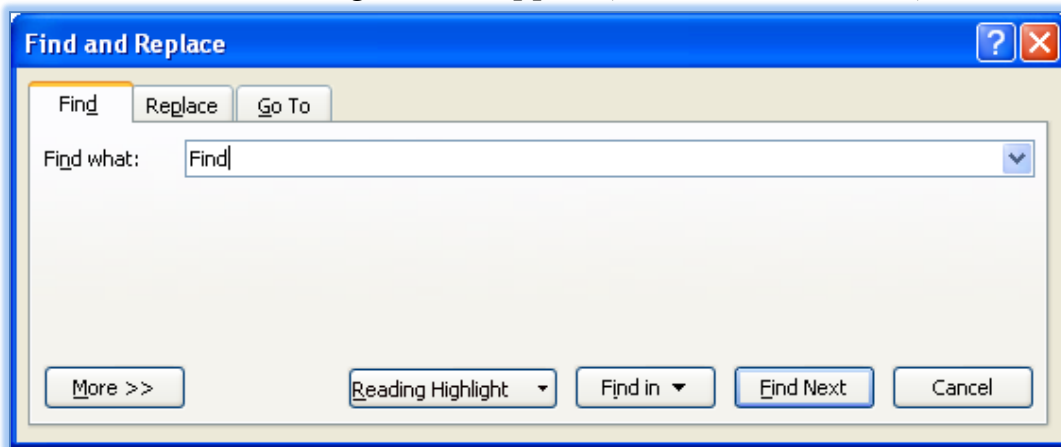


## Footnotes and Endnotes

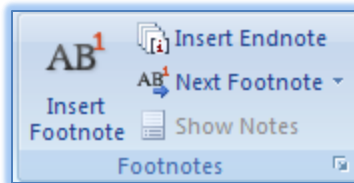
### Inserting a Footnote

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.

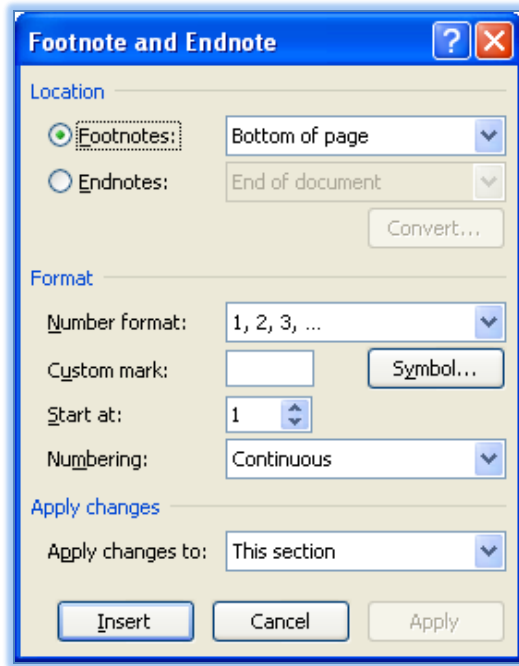
- ✚ Find the word or words where the Footnote is to be applied. This can be done by using the **Find** feature.
  - ✦ Click the **Home Tab**.
  - ✦ In the **Editing Group**, click the **Find** button.
  - ✦ The **Find and Replace** dialog box will appear (see illustration below).



- ✦ In the **Find what** box, input the text you are searching for. This can be one word or a string of words.
- ✦ Click the **Find Next** button in the dialog box to locate the text.
- ✦ When the text has been found, click **Close**.
- ✚ 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 Footnote** button.



- ✚ A **Footnote** will be inserted at the end of the page.
- ✚ 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 on next page).
- ✚ Click the **Footnote** button (a black dot appears in the circle).
- ✚ 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 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.
- ✦ Change the **Start at** number if the footnote should start with a different number than the number one (1).
- ✦ Decide from one of the options below for 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 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.
 

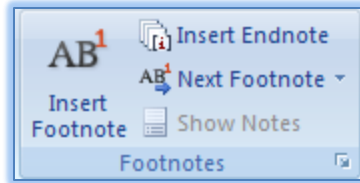
or

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

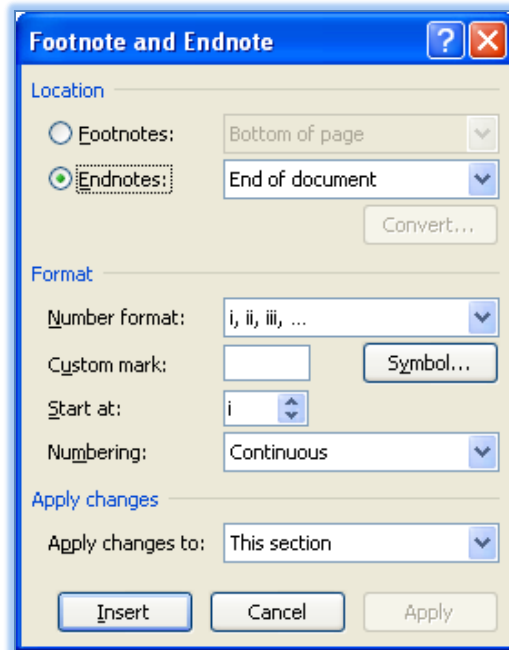
## Inserting an Endnote

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 **Reference Tab**.
- ✦ In the **Footnotes Group** (see illustration below), click the **Insert Endnote** button.



- ✦ An **Endnote** will appear at the end of the document.
- ✦ 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 below).



- ✦ 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 drop down arrow for the **Number format** option.
  - ✦ Select a numbering format for the endnote.
  - ✦ This number will appear in the document and in the endnote.
- ✦ 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 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.
- ✦ In the **Apply changes to** box, choose from one of the available options.
- ✦ 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.
- ✦ 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 **View Footnotes** 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.

