A Quick Guide on How to Do Footnotes in Microsoft Word
(from Microsoft Word Help)

About footnotes and endnotes
A footnote or an endnote consists of two linked parts — the note reference mark (note reference mark: A number, character, or combination of characters that indicates that additional information is contained in a footnote or endnote.) and the corresponding note text.

Insert a footnote or an endnote
Microsoft Office Word automatically numbers footnotes and endnotes for you, after you specify a numbering scheme. You can use a single numbering scheme throughout a document, or you can use different numbering schemes within each section (section: A portion of a document in which you set certain page formatting options. You create a new section when you want to change such properties as line numbering, number of columns, or headers and footers) in a document.

- When you add, delete, or move notes that are automatically numbered, Word renumbers the footnote and endnote reference marks.
- Note: If the footnotes in your document are numbered incorrectly, your document may contain tracked changes. Accept the tracked changes so that Word will correctly number the footnotes and endnotes.

Directions
In Print Layout view (Print Layout view: A view of a document or other object as it will appear when you print it. For example, items such as headers, footnotes, columns, and text boxes appear in their actual positions.), click where you want to insert the note reference mark.

On the References tab, in the Footnotes group, click Insert Footnote or Insert Endnote.

- Keyboard shortcut: To insert a subsequent footnote, press CTRL+ALT+F. To insert a subsequent endnote, press CTRL+ALT+D.
(By default, Word places footnotes at the end of each page and endnotes at the end of the document.)

To make changes to the format of footnotes or endnotes, click the Footnotes Dialog Box Launcher, and do one of the following:

- In the Number format box, click the format that you want.
- To use a custom mark instead of a traditional number format, click Symbol next to Custom mark, and then choose a mark from the available symbols.
- Click Insert.
(Note: This will not change the existing symbols. It will only add new ones.)

• Word inserts the note number and places the insertion point next to the note number.
- Type the note text.
- Double-click the footnote or endnote number to return to the reference mark in the document.

Change the number format of footnotes or endnotes

Directions
Place the insertion point in the section (section: A portion of a document in which you set certain page formatting options. You create a new section when you want to change such properties as line numbering, number of columns, or headers and footers.) in which you want to change the footnote or endnote format. If the document is not divided into sections, place the insertion point anywhere in the document.

On the References tab, click the Footnote & Endnote Dialog Box Launcher.

Click Footnotes or Endnotes.

In the Number format box, click the option that you want.

Click Apply.

Create a footnote or endnote continuation notice

If a footnote or endnote is too long to fit on a page, you can create a continuation notice to let readers know that a footnote or endnote is continued on the next page.

Directions

Make sure that you are in Draft view by clicking Draft next to View on the status bar.

On the References tab, in the Footnotes group, click Show Notes.

If your document contains both footnotes and endnotes, a message appears. Click View footnote area or View endnote area, and then click OK.

In the note pane list, click Footnote Continuation Notice or Endnote Continuation Notice.

In the note pane, type the text that you want to use for the continuation notice. For example, type Footnotes continued on the next page.

Delete a footnote or an endnote

Note: When you want to delete a note, you work with the note reference mark in the document window, not the text in the note.

Note reference mark

If you delete an automatically numbered note reference mark, Word renumbers the notes in the new order.

Delete a note

In the document, select the note reference mark of the footnote or endnote that you want to delete, and then press DELETE.

For more hands on training go to: Tutorial - Training - Create Footnotes and Endnotes

Length 20-30 minutes. (Applies to: Microsoft Office Word 2003.)


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