Footnotes and Endnotes in MS Word 2007

Footnotes and Endnotes are used to provide additional information or references for text within a document. A footnote or an endnote consists of two linked parts — the note reference mark and the corresponding note text. A note reference mark is a number, character, or combination of characters that indicates that additional information is contained in a footnote or endnote. When you create footnotes in Word 2007, Word will automatically ensure that the footnote text is placed on the same page as the footnote mark or at the end of the current section. Footnotes placed at the end of a document are usually called endnotes.

**Objective 1:** Insert Footnotes in the Normal View.

**To Create an Footnote**

1. Open Word and open a blank Word document.
2. Click the View tab on the Ribbon, and then select Print Layout.
3. Position your cursor where the footnote should be inserted.
4. Click the References tab from the Footnotes group, then click Insert Footnote or Insert Endnote.
5. In the Footnotes pane, make sure your cursor is to the right of the appropriate footnote reference. Then enter your text.

NOTE: By default, Word places footnotes at the end of each page (below the separator line) and endnotes at the end of the document. You can add footnotes at any time in any location and they will be renumbered according to order in which they appear in the document. All directions from this point will assume footnote steps as they are similar for endnotes as well.

1 Long, Bishop 1999
2 Dollar, Craig 2007
**Objective 2:** View footnotes.

To View Footnote Text

1. *Hold your mouse still over the footnote reference* in the document for 2-3 seconds until a box appears displaying the text.

   ![](image1.png)

2. Enter text.

**Objective 3:** Edit footnotes.

To Edit Footnote Text (from the Print Layout View)

1. Click the **View** tab on the **Ribbon**, and then select **Print Layout** if necessary.

2. To make changes to the format of footnotes or endnotes, Click the **References** tab.

3. Click the **Footnotes Dialog Box Launcher** from the **Footnotes** group 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.

3. Click **Insert**.

To Edit the Text in a Footnote

1. **Double click** any footnote reference mark in the body of the document.

   2. **Edit** the text.
**Objective 4:** Find footnotes reference marks.

To Find a Footnote in a Document

1. Click **References** tab on the **Ribbon**.
2. Click **Show Notes**

**Objective 5:** Delete a footnote.

When deleting a footnote you have to delete the footnote reference mark. If you delete the footnote text you will still have the footnote reference mark and an empty footnote.

To Delete a Footnote

1. *Highlight the footnote reference mark* in the body of the document, and then press the **Delete key** on the keyboard.

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

**Objective 6:** Set footnote options.

Footnote options allow you to change the position of footnote text in a document, the default number formatting, the starting value of the footnote reference marks, and when footnote numbering should restart.

To Change the Position of Footnote Text

1. On the **References** tab, click the **Footnote & Endnote** Dialog Box Launcher.
2. Under the **Location** section click the **drop down list** and **select the appropriate location**.
3. Then click **Insert**.
To Edit the Number Format of Footnote Reference Marks

1. Place the insertion point anywhere in the document.

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

3. Click Footnotes or Endnotes.

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

5. Click Apply.

To Change the Starting Value of Footnote Reference Marks

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

2. Click Footnotes or Endnotes.

3. In the Format section, click the Start at drop down list.

4. In the Format section click the Start at up/down buttons to select the correct starting value.

5. Then click Insert

To Restart Footnote Numbering

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

2. Click Footnotes or Endnotes.

3. In the Numbering box, click the option that you want.

4. Click Insert
**Objective 7:** Convert footnotes to endnotes.

**To Convert All Footnotes to Endnotes**

1. On the References tab, click the Footnote & Endnote Dialog Box Launcher.
2. Click Convert.
3. Click the option that you want, and then click OK.
4. Click Close.

**To Convert a Single Footnote to an Endnote**

1. Be sure you are in Draft view (click Draft on the status bar).
2. On the References tab, in the Footnotes group, click Show Notes.

   ![Footnote options](image)

   If your document contains both footnotes and endnotes, a message appears. Click View footnote area or View endnote area, depending on whether you want to convert footnotes or endnotes, and then click OK.

3. Select the number of the note or notes that you want to convert, and then right-click.
4. Click Convert to Footnote or Convert to Endnote.

**Objective 8:** Customize footnote separators.

Word separates footnotes from the main document text by inserting a line that is approximately one-third the width of the page. This is called the footnote separator. If a footnote is long and runs over to the next page, the footnote is separated from the rest of the document text by a line that is the width of the page. These separators can be changed and even have text added to them.
To Add Footnote Continuation Notices (text messages)
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.

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

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

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

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

5. 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.

NOTE: This text will only appear if a footnote runs over more than one page.