



Need to Know IT

Inserting footnotes in *Word 2007*[®]

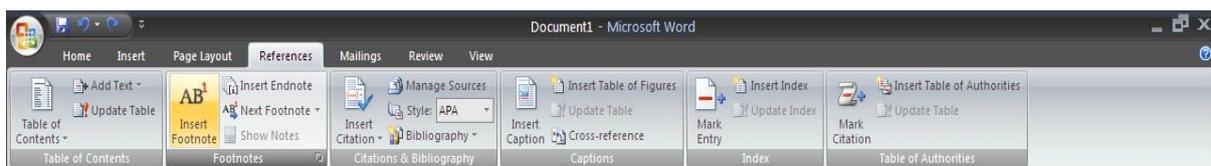
A footnote contains a note of reference, explanation or comment that appears at the bottom of the page.

Endnotes are footnotes that appear at the end of the document, rather than at the bottom of each page.¹ If you would rather add notes at the end of your document, click on *Insert Endnote*, instead of *Insert Footnote* from the *References* tab.²

¹ This is not the usual procedure for academic coursework.
² Or use Alt+Ctrl+D

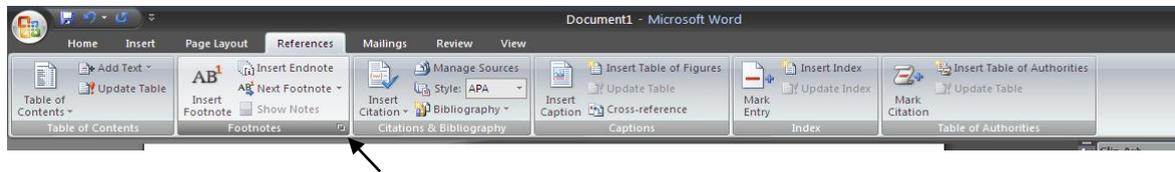
To create a footnote, place an insertion point in your text **after** the text to be referenced. If you prefer to use the keyboard commands, press **Alt + Ctrl + F** at this time. A number will appear after the chosen text in your document, and an adjacent number at the bottom of the page. You can simply begin adding the information you wish to appear in the footnote.

If you want to use the mouse, select the **References** tab on the ribbon, and choose **Footnotes**. Click on **Insert Footnote**.

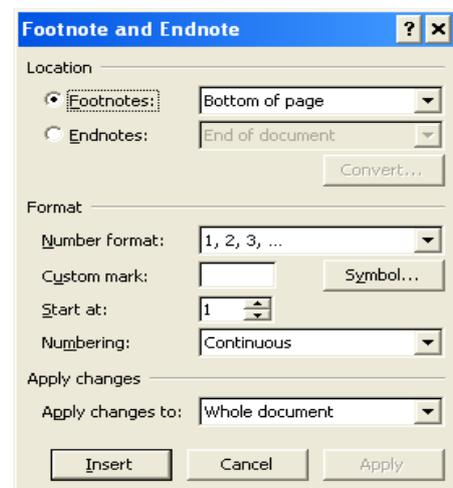


So that you can add the information you require to the footnote immediately, you are redirected to the footnote with an adjacent number. Once activated, Word will number your footnotes automatically as you progress through your document.

You may decide you would like to customise your numbering or create a customised footnote mark (such as *). To do this, or to change the format for the numbering, click on the small arrow at the bottom, right hand corner of the **References** tab.



The Footnote and Endnote dialog box is displayed. Use this command box to choose different settings if required. Follow the instructions and exit the box by clicking **Insert**; or **Apply** if changing the formatting.



Editing Footnotes

Edit text in the footnote window the same way you edit text within the document. When you double click the footnote reference in your document, you are redirected immediately to the adjacent numbered footnote for you to edit.

Deleting Footnotes

To delete a footnote, select the appropriate footnote number in document and press the <delete> key. You can also delete footnotes using the **Cut** command on **Clipboard** under the **Home** tab. Both methods delete the footnote number, the footnote text and **automatically re-number** the remaining footnotes.