FOOTNOTES AND ENDNOTES

A Footnote or an Endnote consists of two linked parts—the note reference mark and the corresponding note text. A separator line divides the two parts.

Inserting a Footnote or Endnote

Microsoft Word automatically numbers footnotes and endnotes, 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 in a document.

When you add, delete, or move notes that are automatically numbered, Word renumbers the footnote and endnote reference marks.

1. In Print Layout view, click where you want to insert the note reference mark.
2. On the References tab, in the Footnotes group, click Insert Footnote or Insert Endnote.

   a. Keyboard Shortcut is Ctrl + Alt + F for footnote and Ctrl + Alt + D for endnote.
   b. By default, Microsoft Word places footnotes at the end of each page and endnotes at the end of the document.

3. To make changes to the format of footnotes or endnotes, click the Footnotes dialog box launcher and do one of the following:
a. In the **Number format** box, click the format that you want.
b. 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.

4. Click **Insert**. This will not change the existing symbols; it will only add new ones.

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

**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.

1. Make sure that you are in **Draft** view by clicking **Draft** next to **View** on the status bar (bottom right corner of your screen).

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.”

**Delete a Footnote or Endnote**

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

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

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