

Word 2010 – footnotes and endnotes

Insert or create footnotes and endnotes

Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document. You might use footnotes for detailed comments and endnotes for citation of sources.

Note If you want to create a bibliography, you can find commands for creating and managing sources and citations on the **References** tab in the **Citations & Bibliography** group.

About footnotes and endnotes

A footnote or an endnote consists of two linked parts — the note reference mark and the corresponding note text.

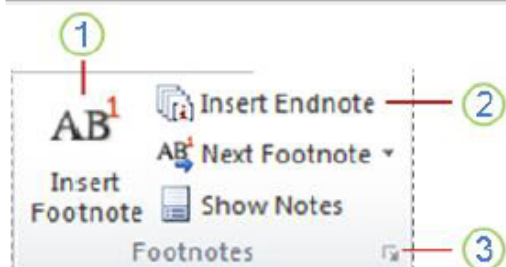


- 1 Footnote and endnote reference marks
- 2 Separator line
- 3 Footnote text
- 4 Endnote text

Insert a footnote or an endnote

Microsoft Word automatically numbers footnotes and endnotes for you. You can use a single numbering scheme throughout a document, or you can use different numbering schemes within each section in a document.

Commands for inserting and editing footnotes and endnotes can be found on the **References** tab in the **Footnotes** group.



- 1 Insert Footnote
- 2 Insert Endnote
- 3 Footnote & Endnote Dialog Box Launcher

When you add, delete, or move notes that are automatically numbered, Word rennumbers 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.

1. 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.
2. On the **References** tab, in the **Footnotes** group, click **Insert Footnote** or **Insert Endnote**. Word inserts the note reference mark and places the insertion point in the text area of the new footnote or endnote.

Keyboard shortcut To insert a footnote, press CTRL+ALT+F. To insert an endnote, press CTRL+ALT+D.

By default, Word places footnotes at the end of each page and endnotes at the end of the document.

3. Type the note text.
4. Double-click the footnote or endnote reference mark to return to the reference mark in the document.
5. To change the location or format of footnotes or endnotes, click the **Footnote & Endnote Dialog Box Launcher**, and do one of the following:
 - To convert footnotes to endnotes or endnotes to footnotes, under **Location** choose either **Footnotes** or **Endnotes** and then click **Convert**. In the **Convert Notes** dialog box, click **OK**.
 - To change the numbering format, click the desired formatting in the **Number format** box and click **Apply**.
 - 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. This will not change the existing note reference marks. It will only add new ones.

Change the number format of footnotes or endnotes

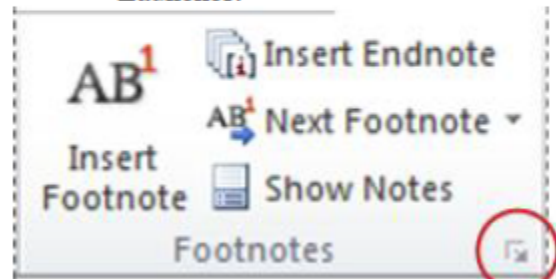
1. Place the insertion point in the section in which you want to change the footnote or endnote format. If the document is not divided into sections, place the insertion point anywhere in the document.
2. On the **References** tab, click the **Footnote & Endnote Dialog Box Launcher**.
3. Click **Footnotes** or **Endnotes**.
4. In the **Number format** box, click the option that you want.
5. Click **Apply**.

Change the starting value for footnotes or endnotes

Word will automatically number footnotes beginning with "1" and endnotes beginning with "i", or you can choose a different starting value.

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.

1. On the **References** tab, in the **Footnotes** group, click the **Footnote & Endnote Dialog Box Launcher**.



2. In the **Start at** box, choose the desired starting value.
3. 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.

1. Make sure that you are in Draft view by going to the **View** tab and clicking **Draft**.
1. On the **References** tab, in the **Footnotes** group, click **Show Notes**.
2. If your document contains both footnotes and endnotes, a message appears. Click **View footnote area** or **View endnote area**, and then click **OK**.
3. In the note pane list, click **Footnote Continuation Notice** or **Endnote Continuation Notice**.
4. In the note pane, type the text that you want to use for the continuation notice.

Delete a footnote or an 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.



1 Note reference mark

If you delete an automatically numbered note reference mark, Word rennumbers 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**.