Introduction

Footnotes and endnotes have many uses: these range from supplying extra information about a topic within the body of the text to providing a reference for a quotation used within the text.

• Footnotes - appear at the bottom of the page on which the reference number appears
• Endnotes - all appear at the end of the document

In Word a footnote or endnote is made up of two parts, a reference number in the text and the actual entry at the bottom of the page (footnote) or at the end of the document (endnote). Using auto-numbered footnotes or endnotes allows you to delete, insert and re-arrange your footnotes or endnotes without having to worry about the numbering.
Microsoft Word 2013 Footnotes and Endnotes

Views

Before looking at footnotes and endnotes in detail, it is important that you are familiar with the different ways a document can be viewed. You can see your work in one of five different views:

- **Print Layout** - layout with full margins and page breaks shown (default on IT PCs)
- **Read Mode** - easy to read screens with a further option to edit (returns to Print Layout)
- **Web Layout** - full-screen layout for web pages
- **Outline** - shows the document’s structure (including heading and other styles)
- **Draft** - layout without margins shown (text is displayed on the left of the screen)

Normally you use **Print Layout View** but, for footnotes/endnotes you sometimes have to move to **Draft View**. You can change the view either by moving to the **VIEW** tab and selecting the one required, or by clicking on the appropriate button at the bottom right corner of the screen, on the right of the blue **Status Bar**. The view icon you are currently using will be highlighted here, denoting that it is selected.

Creating and Modifying Footnotes and Endnotes

Inserting a Footnote or Endnote

Footnotes can be entered in any view, though **Print Layout** or **Draft** is usually the best.

1. Press `<Ctrl n>` for a new document and type in some text (or open the document in which you wish to add the footnotes/endnotes)
2. Position the insertion point at the place in the text where you want the reference number to appear - often at the end of a paragraph
3. Move to the **REFERENCES** tab and click on the [Insert Footnote] or [Insert Endnote] button in the **Footnotes** group

The insertion point moves to the bottom of the page (footnotes) or end of the text (endnotes), ready for you to type the text.

4. Type in some text for your footnote/endnote
5. Click on the [Show Notes] button on the ribbon (to the right of Insert Footnote) to move back up into your text at the point where the footnote reference number has been inserted

**Tip:** You can insert footnotes and endnotes using the control key combinations `<Ctrl Alt F>` and `<Ctrl Alt D>` respectively.

6. Repeat steps 2 to 5 to add further footnotes/endnotes

Note that a footnote appears by default on the same page as the footnote indicator in the text. If you add a long footnote to some text at the end of a page, you may find both the text and footnote move to the next page. Long footnotes sometimes also split, with part on one page and the remainder on the following page.

Editing a Footnote or Endnote

Whenever you have footnotes or endnotes in a document, positioning the mouse cursor over the indicator in the text displays the note itself. This is especially useful with endnotes, where the note may be displayed several pages later in the text.

**Tip:** If you double click on an indicator, the insertion point is automatically placed at the start of the associated note text. You can then move the insertion point along the text to edit it.
1. Position the mouse cursor over one of your footnote indicators in the text to display the note.
2. Either double click on the indicator or (if the insertion point is currently before the note) click on the [Show Notes] button to move to the footnote or endnote (if the document has both footnotes and endnotes then you have to choose which you want to view).
3. Make the required changes then click on [Show Notes] to return to your main text.

You can, of course, also edit a footnote or endnote by simply displaying it on the screen and typing in the amendments.

### Deleting a Footnote or Endnote

When you want to delete a footnote or endnote, it is no good just deleting the text of the footnote/endnote, as the reference number will remain in the text. Instead:

1. Select the reference number in the text by dragging over it.

   **Tip:** An easy way to do this is to move the insertion point to immediately before or after the number then hold down the <Shift> key and press the <left arrow> or <right arrow> key once, as appropriate.

2. Press the <Delete> or <Backspace> key.

   This will delete both the reference number and the text of the footnote/endnote. Any following notes are automatically renumbered.

3. Here, press <Ctrl z> to [Undo] the deletion.

### Moving or Copying a Footnote or Endnote

If you want to move a footnote or endnote to a different position, you don’t have to delete it first - you can just cut and paste (or drag and drop) it. Similarly, if you want to repeat the foot/endnote later in the text, you can copy and paste it. Provided you have used automatic numbering, the footnotes or endnotes will be correctly renumbered and the entries re-ordered.

1. Select the reference number in the text by dragging over it.
2. Press <Ctrl x> (or use [Cut] on the HOME tab) – you can also right click and choose Cut.
3. Move the insertion point to the new position.
4. Press <Ctrl v> (or use [Paste] on the HOME tab) – you can also right click and choose Paste.

Alternatively, select the reference number (step 1), then point the mouse cursor into the selection, hold down the mouse button and drag the number to its new position.

To copy a foot/endnote, carry out the steps as above but use [Copy] instead of [Cut] in step 2. Each time you [Paste] the note, a new reference number appears but the text is the same in the note itself.

**Note:** The numbering may not be updated immediately as you add, delete or move footnotes or endnotes. An easy way to update the field codes which perform the numbering is to go into Print Preview by clicking on [FILE] followed by Print.

### Repeating a Footnote or Endnote Reference

Sometimes you may need to re-reference a footnote or endnote (i.e. use the same reference number at various places in the text). To do this you have to create a Bookmark and use a Field:

1. Drag through the reference number in the text to select it.
2. Move to the INSERT tab and then click on the [Bookmark] button in the Links group.
3. Supply a suitable Bookmark name (make sure it doesn’t contain spaces) then press <Enter> for [Add].
4. Next, move the insertion point to where you want the duplicate reference number.
5. On the INSERT tab, click on the [Quick Parts] button in the Text group then choose Field...
6. From the list of Field names, scroll down and choose NoteRef
7. Under Field properties select the required Bookmark name
8. Under Field options turn on Insert reference mark - press <Enter> for [OK]

You will find that both reference numbers are the same.

Cross-Referencing a Footnote or Endnote

Sometimes you might want to refer to a particular footnote or endnote in your text (without using a repeated reference indicator). To do this, you use a cross-reference.

1. Type in some text, ending with (see footnote
2. Now move to the REFERENCES tab and click on the [Cross-reference] button
3. In the Cross-reference dialog box, change the Reference type: to Footnote or Endnote as appropriate
4. Select the required note from the list which appears
5. Check that Insert reference to: is set to Footnote/Endnote number then click on [Insert]

You can also insert a reference to the Page number in a similar way.

6. Finally, press <Esc> to [Close] the Cross-reference dialog box

Finding Footnotes/Endnotes

To move from one footnote or endnote to the next in a document:

1. Press <Ctrl Home> to move to the start of your document
2. Move to the REFERENCES tab then click on the [Next Footnote] button in the Footnotes group

Note: If a footnote reference is repeated, this only moves to its first reference in the text.

3. Click on the list arrow attached to the [Next Footnote] button and choose Previous Footnote - you have to use this method to move between endnotes

Changing Footnote/Endnote Defaults

You can change the appearance of your footnotes and endnotes as follows:

1. Move to the REFERENCES tab then click on the group arrow at the bottom right of the Footnotes group to display the Footnote and Endnote dialogue box:

2. By default, foot/endnotes are numbered automatically (Number format: is set to 1, 2, 3...) - you will see later how to number manually
3. You can choose which number format to use, which number to start with and whether the numbering is continuous or is restarted for each section or page.

4. Once you have made your choices click on [Apply].

Note: if you click on [Insert] at step 4 you can then type in a footnote or endnote as usual.

Manually Numbered Footnotes/Endnotes

Word allows you to manually number footnotes and endnotes, if you want, though this is generally not a good idea as if you then change the order of your footnotes/endnotes, the numbering gets out of sequence. If you want to use symbols such as multiple * or † for your reference marks, however, manual numbering is a good idea. Note you can mix manual with automatic numbering if you so wish.

1. Move the insertion point to where you wish to insert the footnote or endnote.
2. Move the REFERENCES tab then click on Footnotes group arrow to display the Footnote and Endnote dialogue box.
3. Click on the [Symbol...] button (next to Custom mark).
4. Select the required character from any of the available fonts – press <Enter> for [OK]
5. Repeat steps 3 and 4 for multiple reference marks, if required.
6. Click on [Insert] and enter your footnote/endnote in the usual way.

Changing the Footnotes and Endnotes Style

If you want you can change the style used for Footnotes and Endnotes:

1. Select any Footnote or Endnote by double clicking on it.
2. Right click in the footnote text, choose Style... from the menu and then click on [Modify].
3. Make any changes you want to the font, font size etc. and then click [OK] followed by [Apply].

Any changes you make will, by default, only apply to the current document. You can make sure that they will be used in all future documents by clicking on the [New documents based on this template] button in the Modify Style dialogue box at step 3, above.

You can also change the style for the Footnote Reference (the number in the text) in a similar way. First, select any reference number in the text and make the required changes. Right click on the Footnote Reference style showing in the Style pane (if this isn’t open, click on the group arrow next to Styles on the HOME tab), and choose Update Footnote Reference to Match Selection.

Modifying or Deleting the Footnote/Endnote Separator

Footnotes and endnotes are, by default, separated from the body of the text by a short horizontal line known as the Footnote or Endnote Separator. This can be customised but you must have at least one footnote or endnote in your document before you can change it. You also have to work in Draft view.

1. Move to the VIEW tab and click on [Draft] then move to the REFERENCES tab and click on the [Show Notes] button in the Footnotes group to display the footnotes/endnotes.
2. Click on the down arrow next to where it says All Footnotes at the bottom of the Word window:
3. Select Footnote Separator (or Endnote Separator, as appropriate) - the current note separator will be displayed without any existing foot/endnotes
4. Double click on the separator to select it then make any required changes (e.g. to the line spacing or space before/after the paragraph)
5. If you want your own separator, press <Delete> to remove it then type in your own
6. Use the [Print Layout] button on the VIEW tab to return to normal working

Note: The separator can be restored to its default setting by clicking on the [Reset] button at step 3.

If a note is too long to fit on a page, it will be continued on the following page, separated by a Footnote or Endnote Continuation Separator (see below). This can be changed using the same method as above. To see this happen:

7. Move the insertion point into your last footnote then add extra text so that the note no longer fits on the page – to speed this up, include extra paragraphs in your footnote

You should now find that a Continuation Separator has appeared, with part of the note appearing on the following page.

Creating a Footnote/Endnote Continuation Notice

You can, if you like, add some text to a note continuation separator. You must have at least one footnote in your document before you can create a Footnote or Endnote Continuation Notice.

1. Click the [Draft] button on the VIEW tab then move to the REFERENCES tab and click on the [Show Notes] button in the Footnotes group to display the footnotes/endnotes
2. Click on the down arrow next to where it says All Footnotes at the bottom of the Word window
3. Select Footnote Continuation Notice (or Endnote Continuation Notice, as appropriate)
4. Type in your continuation text – e.g. Continued on next page
5. Move to the VIEW tab and click on the [Print Layout] button to return to normal working – you should find the notice appears after the first part of the note (this may not work)

Converting Footnotes to Endnotes or vice versa

If you wish to convert footnotes to endnotes (or vice versa):

1. Move to the REFERENCES tab then click the Footnotes group arrow to display the Footnote and Endnote dialogue box
2. Click on the [Convert...] button to bring up the Convert Notes window:

Depending on whether you currently have footnotes or endnotes, the appropriate instruction will be highlighted.
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3. To carry out the change click on [OK] and then [Close] the Footnote and Endnote dialog box.

Tip: To convert a single footnote to an endnote (or vice-versa) if you are using both, right click on the footnote / endnote text and choose Convert to Endnote/Footnote, as appropriate.