

FOOTNOTES AND ENDNOTES IN WORD 2003

I. Introduction

This leaflet explains how to insert footnotes and endnotes in a document using *Word 2003*.

By using the automatic numbering features of *Word*, you do not have to work out where footnotes should be placed on the page, nor how to number them. *Word* does it for you. Footnotes are numbered in the order in which they appear.

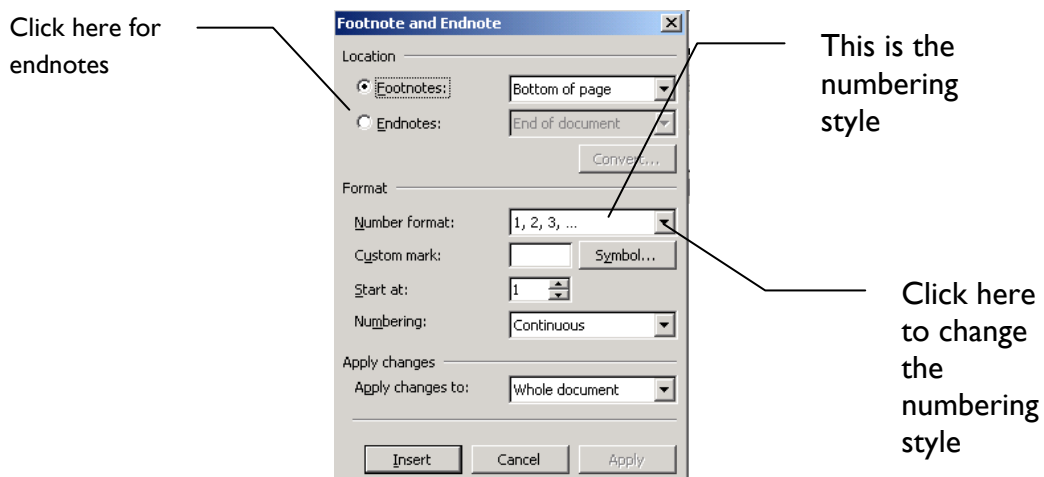
Exercise I Inserting Footnotes

- Type the following text:

“Tell me Waiter”, said Miss Marple thoughtfully, “was he a very elegant gentleman with a moustache? “Sure was, Lady” the waiter replied. “Then it was my old friend M. Hercule Poirot” she said.

- Save your work as **N:\My Documents\story.doc**
- Place the insertion point at the end of the word **Marples**.
- On the **Insert** menu, choose **Reference**, then **Footnote**. The footnote dialogue box appears (Figure I-1).

Figure I-1 Footnote Dialogue box



- Let us insert footnotes and use the default numbering style (1, 2, 3 ...). There is no need to change anything, so click on **OK**
- The insertion point will move to the bottom of the page. Type the following text in the footnote area.

Miss Marple was sitting in the tea room at the end of Clacton pier. The last person who she expected to see in Clacton was Hercule Poirot.

You will see that the *footnote reference* after the word *Marple* is 1 and the *footnote text* at the bottom of the page also has a reference of 1.

- After the word **Waiter** insert a footnote **His name is Fred**. You should see that this new footnote has the reference 1 and the footnote reference next to Marple has been updated to 2.

2. Deleting footnotes

If you delete a footnote, *Word* will also adjust the numbering accordingly. Let us delete the *Waiter* footnote. To do this, delete *only* the note reference in the main text:

Exercise 2 Delete a footnote

- Place the insertion point just after the note reference, and press the BACKSPACE key – the number should become highlighted.
- Press the BACKSPACE again to delete it.

This will have the effect of deleting both the note reference *and* the text of the note. *Word* will adjust the numbering of the other footnote. Note that if you deleted only the text of the footnote, the note reference would still be there in the main text.

3. Editing Footnotes

You can edit your footnote text by selecting the text in the footnote and editing it just as you do in a main document. Be careful to select the footnote text, and not the reference number. As footnotes usually occupy a small area, you may find it easier to use the cursor keys to move around, rather than the mouse.

Exercise 3 Edit footnote text

- In the footnote text replace the word **Clacton** with the word **Walton**.
- At the end of your document type

Fred was walking along the pier when he met Miss Marples. “Hi Lady” he said.

- After the word **Fred** insert a footnote **The waiter**

4. Converting Footnotes to Endnotes

You can also convert footnotes to endnotes, i.e. they will appear at the end of the document.

Exercise 4 Changing footnotes to endnotes

- On the **Insert** menu, click **Reference**, then **Footnote**
- Click **Convert**
- Choose the relevant option and click **OK**

If you want to use a different numbering style then choose **Footnotes** from the **Insert** menu (*Word* uses the **Footnote** dialogue box for manipulating both footnote and endnote formats). Use the **Options** button to change the number format.

- Save and close **Story.doc**