

# Working with Long Documents

## “How do I insert Footnotes or Endnotes in Word?”

Both Footnotes and Endnotes in Word contain extra information such as a definition or supplementary text. Each is indicated by a superscripted number or letter in the document text.

The difference between a Footnote and an Endnote is where they are displayed in the document. A footnote appears at the bottom of the page, and an endnote appears at the end of a document. Both references are created similarly.

### Insert a Footnote or Endnote

- Click the mouse to the immediate right of the word or text that you want the Footnote or Endnote to reference



There's no need to type the note's number, it's done automatically. A superscripted number will be inserted into the text where your cursor is positioned when you Insert Footnote/Endnote.

- Click the **References** tab
- From the **Footnotes** group, choose either the **Insert Footnote** or **Insert Endnote**.
  - You are immediately transported to the bottom of the page (Footnote) or the end of the document (Endnote)
  - A superscript number is immediately to the left of your cursor ready for you to type the Footnote or Endnote text



Quickly insert a Footnote by pressing **Alt+Ctrl+F** and for an Endnote by pressing **Alt+Ctrl+D**

- By pressing **Shift+F5** will return you to the last place you were in the document (if the cursor's last place was the Footnote or Endnote superscript number you should return there. However, if you have clicked elsewhere previously that's where you will end up! )



By hovering the mouse pointer over the superscripted number in the document text you can preview the contents of a Footnote or Endnote. Alternatively, double-clicking on the Footnote Number in the Footnote text area or Endnote Number takes you directly to the superscripted number inserted in your document

### How to control numbering for Footnotes within different Sections

If you have already applied Footnotes to your document using the default settings, your Footnotes will be set for continuous numbering as you add each new section. However, you may want Footnotes to restart at 1 in each section.

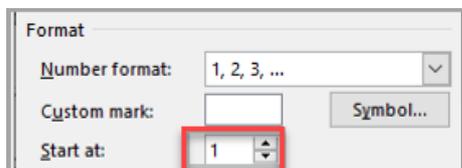
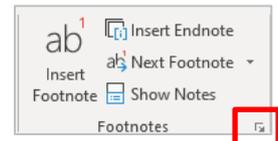


You may have other section breaks in a chapter, such as when you have added a landscape page, where you don't want numbering to restart at 1. Use the Go To... to check each section, see **Make your mind up – Continuous or Not?** below

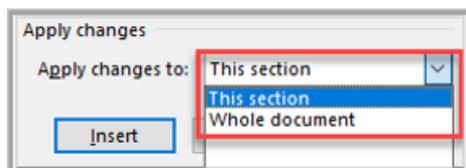


If you already have Footnotes or Endnotes inserted in your document it doesn't matter where your cursor is positioned to apply changes and the numbering will be updated to reflect what you have selected – start at 1 in the current section or continue numbering from previous section.

- Click the **References** tab
- From the **Footnotes** group select the Footnote & Endnote **Launcher**. It's the small box with arrow at bottom right side of Footnote command area
  - The Footnote and Endnote window will open, click on **Start at:** enter 1



- In the Numbering: click **Restart each section**
- In the Apply changes to: click **This section**

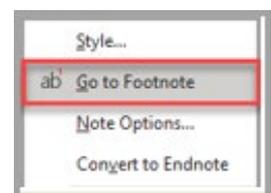


- Click **Apply**

## Make your mind up – Continuous or Not?

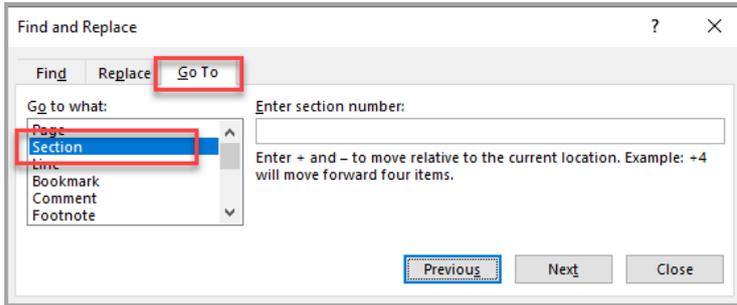
Use the **Go To...** to find your next section and decide if you wish to continue numbering or restart at 1.

- To use Go To:
  - Press **Ctrl + G**, or
  - From the Navigation pane, search box click on the drop-down arrow and select **Go To...**, or
  - Right-click on a Footnote Text or Endnote and select from the shortcut menu **Go To Footnote** or **Go To Endnote**



By right-clicking on the Status Bar you can select **Section** from the Customize Status Bar shortcut menu. Not only does this display which section number you are in, but you can also click on this to open the Go To option

- The Find and Replace window will appear with the Go To tab



- In the Go to what: section, click on **Section**
- Click on **Previous** or **Next**<sup>1</sup> to move through sections to check if you want your footnote numbering to restart or not
  - If not, in the Footnote and Endnote Launcher select **Continuous** from Numbering: to continue from your last section, such as a landscape page
- Click **Apply**
- Continue until you have completed all sections

### Delete a footnote or Endnotes

- Click and drag over the footnote or endnote's superscripted number<sup>1</sup>
- Once highlighted press the **Delete** key



The Footnote and Endnote numbers are updated automatically. Numbering is magically renumbered for you!



Do not delete the superscript number or text in the footnote at the bottom of the page as the superscript number will be left in the document text and the footnote will appear as a blank line. This also applies to Endnotes.

- Click and drag over the footnote or endnotes' superscripted number<sup>1</sup>

- Once highlighted press the **Delete** key

**Warning:** Do not delete superscript number with the endnote text left in the text

**Footnote Separator**

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The footnote text and number has been deleted but superscript number is still visible in the text

**Superscript number still visible in text when deleting from beneath Footnote Separator Bar at bottom of page**

<sup>1</sup> Example of using Go To, Section - decide whether to make numbering continuous or not

<sup>2</sup> This is an example of a footnote. Never delete from this area ☹

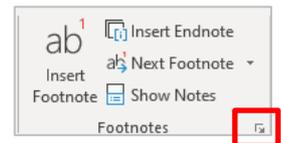
## Convert from Footnote to Endnote or vice versa

- Click the **References** tab

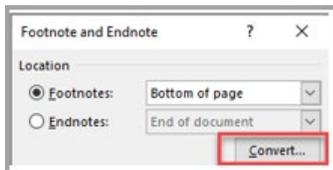


If you already have Footnotes or Endnotes inserted in your document, it doesn't matter where your cursor is positioned to apply the conversion.

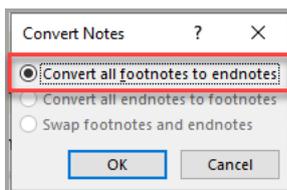
- From the **Footnotes** group select the Footnote & Endnote **Launcher**. It's the small box with arrow at bottom left side of Footnote command area



- To convert all Footnote to an Endnote, click on **Convert...**

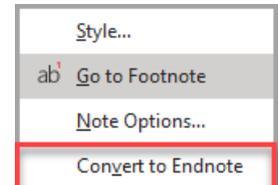


- Word already knows if it's a Footnote or an Endnote you have in your document and will select the correct radio button Convert all footnotes to endnotes or vice versa



Your Footnotes will be converted to Endnotes at the bottom of the document

- Alternatively, to convert an individual Footnote or Endnote right-click the Footnotes Text at the bottom of the page or on a Endnote text and select **Convert to Endnote**



Similarly, both methods would convert Endnotes to Footnotes



If you have Footnotes or Endnotes in your document and convert **all** will be converted to the other. However, if you have used both Footnotes and Endnotes you have the option to **Swap Footnotes and Endnotes** in the Convert Notes window.

## Further information and help

If you want to learn about any Microsoft product in more detail you can use [Microsoft's Office Support](#) for tutorials, videos and helpful hints.

- Click **File** tab then the **question mark** (top right) or press the **F1** key at any time for help within Word. Search for keywords, e.g. *Footnotes*.
- You can also use MyIT to log calls with the University's IT Service Desk: <https://myit.abdn.ac.uk>

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<sup>i</sup> This is an example of a footnote. Never delete from this area 