Endnotes and Footnotes

Explanation
Endnotes and footnotes provide explanations or references to items in the text of a document. Endnotes appear at the end of the chapter, section, or document; footnotes appear at the bottom of the page. Word inserts a reference mark in the text at the point where an endnote or a footnote is inserted. You can use a number or a symbol as a reference mark.

Adding endnotes
An endnote typically appears at the end of the document. It consists of the note reference mark and the note text. The note text can be of any length and you can format the text any way you like. You can place the endnote reference mark anywhere in the document. To add an endnote to a document:

1. Place the insertion point where you want an endnote reference mark to appear.
2. Choose Insert, Reference, Footnote to open the Footnote and Endnote dialog box (as shown below).

The Footnote and Endnote dialog box

3. Under Location, select Endnote.
4. Select the desired option from the Number Format drop-down menu.
5. Click Insert to close the Footnote and Endnote dialog box.
6. Enter note text in the endnotes pane.
7. Click Close to close the endnotes pane.

Adding footnotes
Footnotes, typically used for detailed comments, appear at the end of each page in a document. To add a footnote to a document:
Place the insertion point where you want a footnote reference mark to appear.

Choose **Insert, Reference, Footnote** to open the Footnote and Endnote dialog box.

Under Location, select **Footnote**.

From the Number format list, select a numbering style.

Click **Insert** to close the Footnote and Endnote dialog box.

Enter note text in the footnotes pane.

Click **Close** to close the footnotes pane.

**Editing footnotes**

To add, remove, or format text in a footnote:

1. Double click the footnote number to display the footnotes pane.
2. Modify the footnotes number. You may also format footnotes and endnotes with both Character and Paragraph formats.
3. Close the footnotes pane. The footnote will change to the new one when you point to its number.

**Deleting endnotes and footnotes**

You can delete endnotes and footnotes in a document by completing the following steps:

1. Select the endnote symbol or footnote number.
2. Press **Delete**.
3. You can view the document by clicking **File, Print Preview** to confirm that the endnote or footnote has been deleted.