

Creating and editing footnotes in Microsoft Word 2003

This guide describes how to create and edit footnotes using Microsoft Word 2003. Familiarity with the basic editing operations in Word (as described in *Guide 12: Introduction to Microsoft Word 2003*) is assumed.



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Conventions:

In this document, the following conventions are used:

- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A typewriter font is used for what you see on the screen.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.
- A **bold font** is also used where a technical term or command name is used in the text.

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1. Introduction

A **footnote** consists of some supplementary text that is printed at the bottom of a page. Attention is drawn to the footnote text by a **footnote reference mark** in the main body of the text. There may be several footnotes on one page.

When you create footnotes using Word 2003, Word will automatically ensure that the footnote text is placed on the same page as the footnote reference mark. Footnote reference marks may be numbered automatically, or they may consist of characters of your choosing. Instead of placing footnotes at the bottom of the page that contains the reference mark it is possible to position them at the end of the current section of your document, or at the very end. Footnotes placed at the end of a document are usually called **endnotes**.

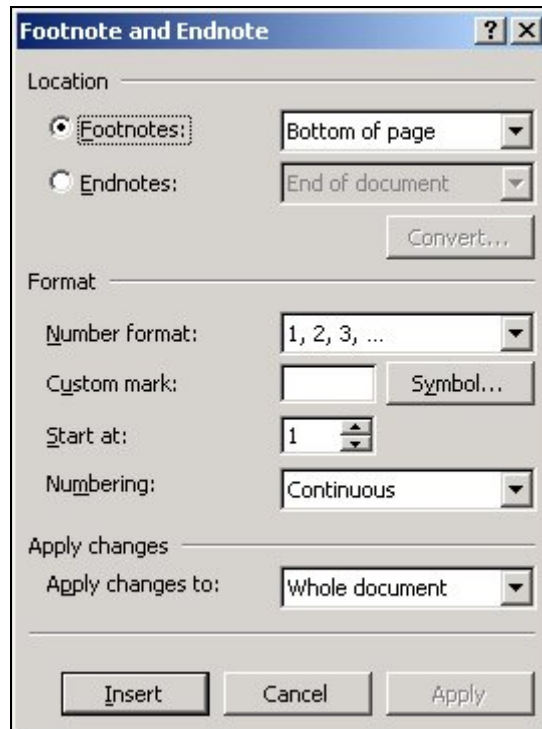
This guide describes how to add footnotes and endnotes to a Word document (and remove footnotes), how to number them automatically, edit them, find them and control their position within your document.

It is assumed that you are already familiar with Word. It is also assumed that you have a document that you can use whilst working through these notes. It is best to have a document consisting of just a few pages — two or three would be fine.

2. Creating a footnote

The procedure for inserting a footnote is slightly different depending upon whether you are working in **Normal** view or **Print Layout** view. For simplicity, instructions will be given for **Print Layout** view only.

- 1 First ensure that you are working in Print Layout view. From the **View** menu select **Print Layout**, or click the **Print Layout View** button in the bottom left hand corner of the screen.
- 2 Position your text insertion point in the main body of the text, where you want the footnote reference mark to appear.
- 3 From the **Insert** menu point to **Reference**
- 4 **Select Footnote...** from the secondary menu that will appear.
- 5 The **Footnote and Endnote** dialog box will open.



- 6 Select **Footnote** or **Endnote** under Location, depending on which you want to create.

The rest of these notes assume that you are creating footnotes rather than endnotes, but the procedures are the same for both.

- 7 To have your footnotes numbered automatically accept the rest of the default settings and click on the **Insert** button.

Note that Word uses the sequence 1, 2, 3, and so on to number footnotes and i,ii, iii, to number endnotes. You can change this later if you wish.

Word inserts a footnote reference mark at the text insertion point, then moves you to the **Footnote** area at the bottom of the page.



You should see the footnote reference mark in the Footnote area, just to the left of the text insertion point. Note that if you are displaying the paragraph marks and other non-printing characters, then you will see a faint outline around the reference mark as illustrated here.

- 1 Now type the footnote text.

The footnote text may consist of just a few words, several lines or even several paragraphs.

- 2 When you have finished do NOT press enter. This will simply insert another line in the footnote (which can cause problems later).

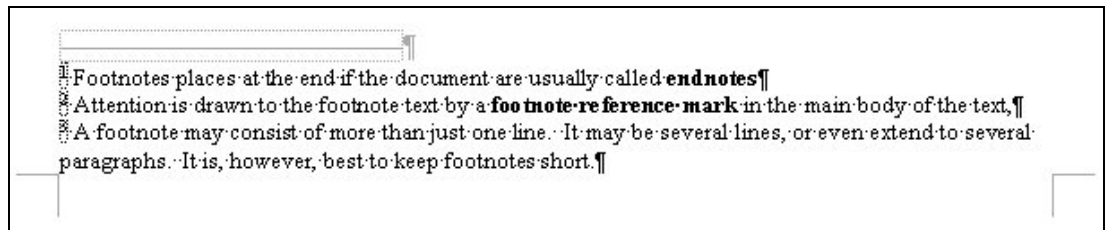
- 3 Scroll back up the page and click anywhere within the text to return to the main body of the document.
- 4 Add a second footnote, *later on* in the document.

Note that the text of both footnotes appears in the Footnote area.

- 5 Add a third footnote *earlier on* in the document.

Note that the footnote reference marks are renumbered automatically and the order of the text in the footnote pane matches the order of the reference marks in the main body of the text.

The following illustration shows a Footnote area containing the text for three footnotes.



3. Editing footnotes

You may find that after you have created the footnotes in your document, you need to edit the text of a footnote, delete a footnote, or move or copy a footnote to a different part of the document.

3.1 Editing the footnote text

- 1 Simply scroll down the page and edit the text within the Footnote area.

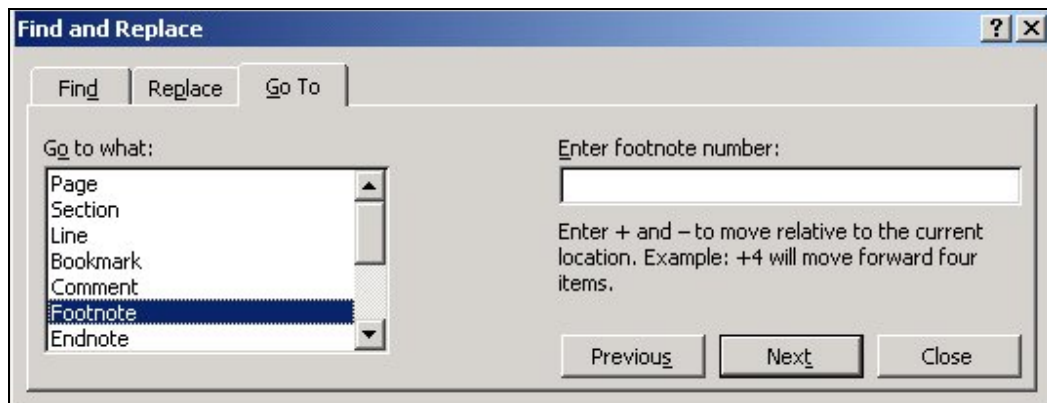
If you delete all the text in a footnote, a message will appear warning you that this is not a valid action. You will simply have an “empty” footnote — the footnote reference mark will still remain in the main body of the document. See section 3.4 on deleting footnotes.

NOTE: If you are working in Normal view and wish to edit the footnote text, you need to open the footnote pane, by double clicking on the footnote reference mark within the main body of the text.

3.2 Finding footnote reference marks

In a long document you may find it difficult to locate the footnote reference marks. You can use the **Edit | Go To...** command to help you do this.

- 1 From the **Edit** menu choose **Go To...**



- 2 In the **Go to what:** box, select **Footnote**.
- 3 Click on **Next** to move to the next footnote mark in the document or **Previous** to move to the previous footnote mark.

or

- 3 Type *one* of the following in the **Enter footnote number:** text box:
 - 5** to find the fifth footnote in the document
 - +4** to move forward 4 footnotes
 - 2** to move backwards 2 footnotes

then click on **Go To**.

- 4 Click on **Close** to close the **Find and Replace** dialog box and return to the document.

3.3 Moving a footnote reference mark

In order to move a footnote reference mark you first have to select it. Do this by dragging the mouse over it. Then you can move it or copy it just like any other character, either by using the drag and drop method or by using **Cut**, **Copy** and **Paste**.

Note: If you use the drag and drop method a Paste options button may appear. Click on it to see the available options, and press the Esc key to make it disappear.

If the footnotes are numbered automatically and you move one reference mark past another, then Word will renumber the footnotes appropriately.

3.4 Deleting a footnote

To delete a footnote you have to delete the footnote reference mark. If you simply delete the footnote text you will still have the footnote reference mark and an empty footnote!

Click and drag the mouse over a footnote reference mark in the main body of the document to select it, then press the **Delete** key. The corresponding footnote text will also disappear from the footnote pane. If you are using auto numbering for the footnote reference marks then any following footnote marks will automatically be renumbered.

If you choose **Cut** or **Copy** instead of Delete, then the footnote mark and the associated footnote text are copied to the clipboard and may be pasted back into the document in a new location if required.

4. Custom footnote marks

Instead of letting Word number footnotes for you, you can specify the character (or characters) you want for each footnote mark. You can do this when you create the footnote in the first place or you can change an auto numbered footnote mark into a custom footnote mark later on — and vice versa. You can have a mixture of custom and auto numbered footnotes in the same document.

4.1 Creating a new footnote with a custom footnote mark

- 1 Position the insertion point in the main body of the document where you want the footnote reference mark to appear.
- 2 Select **Insert | Reference | Footnote...**
- 3 In the **Custom mark:** text box type the character(s) you require (e.g. an asterisk %).

Note that if you wish to use special characters that are not on the keyboard, you can enter them by clicking on the **Symbol...** button and then selecting the symbol required. Different characters are available depending on which font you choose.

- 4 Click on **Insert**, then enter the footnote text as for auto numbered footnotes.

4.2 Changing an existing auto numbered footnote into a custom footnote

- 1 Select the footnote mark in the main body of the document.
- 2 Select **Insert | Reference | Footnote...**
- 3 Type the character(s) you require in the **Custom mark:** box, or click on **Symbol...** and select the symbol you want.
- 4 Click on **Insert** and modify the footnote text if required.

4.3 Changing an existing custom footnote into an auto numbered footnote

- 1 Select the footnote reference mark in the main body of the document.
- 2 Select **Insert | Reference | Footnote...**
- 3 Delete the custom mark from the **Custom mark** box.
- 4 Click on **Insert** and modify the footnote text if required.

5. Footnote options

5.1 Controlling the position of footnote text

Unless you specify otherwise, footnote text will appear at the bottom of the page on which the associated reference mark appears. This **Bottom of page** setting can be changed to **Beneath text**, in which case the footnote text will appear directly underneath the last line of text on each page. Note that the location of the footnote text may vary from page to page, depending on how far down the page the document text extends.

If you are working with endnotes the default setting is **End of document** but this can be changed to **End of section** in which case the endnote text will appear after the last line of each section.

5.1.1 Changing the position of new footnote/endnote text

- 1 Position the insertion point in the main body of the document where you want the footnote/endnote reference mark to appear.
- 2 Select **Insert | Reference | Footnote...**
- 3 In the **Location** area of the **Footnote and Endnote** dialog box, click on the down arrow in the box next to **Footnotes or Endnotes**.
- 4 Select the appropriate option (**Bottom of page** or **Below text for Footnotes, End of document** or **End of section** for **Endnotes**).
- 5 Click **Insert**.
- 6 Type the footnote/endnote text in the usual way.

5.1.2 Changing the position of existing footnote/endnote text

- 1 Select **Insert | Reference | Footnote...**
- 2 In the **Location** area of the **Footnote and Endnote** dialog box, click on the down arrow in the box next to **Footnotes or Endnotes**.
- 3 Select the appropriate option (**Bottom of page** or **Below text for Footnotes, End of document** or **End of section** for **Endnotes**).
- 4 Click **Apply**.

5.2 Numbering options

By default, Word uses the 1,2,3... format for footnotes and the i,ii,iii... format for endnotes and begins numbering the notes at one. Word will also number footnotes and endnotes continuously throughout the document.

You can choose a different style of numbering for your footnotes. The choices are the same whether you are working with footnotes or endnotes.

You can also change the number that your footnotes start at. For example, you might be writing a new section for a document that already contains some footnotes, and want the new footnotes to carry on in sequence.

Rather than numbering continuously throughout the document, you may want your notes to begin renumbering at the beginning of each document section, note: this will only work if your document contains sections breaks. If you are working with footnotes you have the additional options of restarting the numbering at the beginning of each page, or each section.

5.2.1 Changing the numbering options for a new footnote

- 1 First insert a section break, select **Insert | Break | continuous**
- 2 **Click OK**
- 3 Position the insertion point in the main body of the document where you want the footnote reference mark to appear.
- 4 Select **Insert | Reference | Footnote...**
- 5 Select the appropriate settings in the **Format** area.
- 6 Click **Insert**.
- 7 Type the footnote/endnote text in the usual way.

5.2.2 Changing the numbering options for existing footnotes

- 1 Select **Insert | Reference | Footnote...**
- 2 Select the appropriate settings in the **Format** area.
- 3 Click **Apply**.

6. Converting footnotes to endnotes and vice versa

You might start out creating footnotes in your document and later decide that they would be better as endnotes, or vice versa. You may also want to change a single footnote to an endnote, or the other way round.

6.1 Converting all footnotes to endnotes (and vice versa)

- 1 Select **Insert | Reference | Footnote...**
- 2 Click on the **Convert...** button.
- 3 Select the appropriate option from the **Convert Notes** dialog box.
- 4 Click **OK**.
- 5 Click on **Close** to exit the **Footnote and Endnote** dialog box.

6.2 Converting a single footnote to an endnote (and vice versa)

- 1 Right-click on the footnote text.
- 2 From the drop-down menu, select **Convert to Endnote** (or **Convert to Footnote**).

7. Customising footnote separators and notices

By default, Word separates footnotes from the main document text by inserting a line approximately one third of the page width. This is called the footnote or endnote **separator**. If a footnote is so long that it runs over onto the next page, Word separates it from the text on that page as well by a footnote or endnote **continuation separator**. By default this is a line that stretches across the entire width of the page.

It is possible to change the appearance of the separators. You can also edit them to include text if you like.

7.1 Editing the footnote separators

This can only be done when in **Normal View**.

- 1 Change to **Normal View** using **View | Normal** or the **Normal View** button in the bottom left of the screen.
- 2 Double-click any footnote reference mark to display the footnote pane.
- 3 From the **Footnotes** or **Endnotes** drop down list, select the separator you want to edit.
- 4 Edit the separator to include the text and/or formatting that you want (if you want no separator, delete the line at this point).
- 5 Click **Close**.
- 6 Return To **Print Layout** View.

7.2 Entering a footnote continuation notice

Sometimes Word splits a footnote across two or more pages. You might want to add text to tell the reader that a footnote is continuing onto the next page.

- 1 In Normal view, double-click any footnote reference mark to display the footnote pane.
- 2 From the **Footnotes** (or **Endnotes**) drop down list, select **Footnote Continuation Notice**.
- 3 Enter and format the text that you want.
- 4 Click on **C**lose.

Note: you will only see this text if Word does split a footnote across two or more pages.