

Lesson 2 Footnotes Endnotes

Footnotes & Endnotes

Footnotes and Endnotes provide referencing for specific text in a document. Footnotes appear at the bottom of the page on which the reference mark appears. Endnotes appear at the end of a section or document.

Inserting a Footnote or Endnote

The following explains how to insert a footnote on a page.

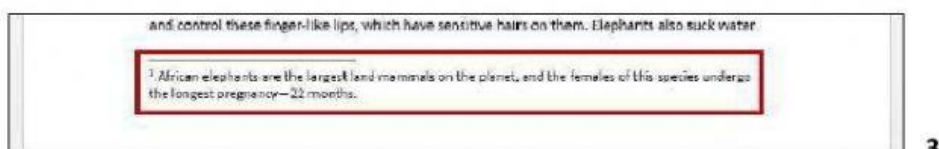
1. Click on the document at the location where you want to insert your footnote.
2. In the **Ribbon**, click **Reference** tab (1)



3. In the **Footnote** group, click on **Insert Footnote** (2).



4. The footnote will be inserted into your document at the location selected, and at the bottom of the page. Type your text in the *footnote* entry at the bottom of the page(3).



5. Once finished entering your text, click **anywhere** within your document to leave the *footnote*.

6. To edit the text in your footnote, just click on the text in your footnote to edit.

Note: To insert an **Endnote**, follow steps 1-5 above, but select **Insert Endnote** instead. (4)



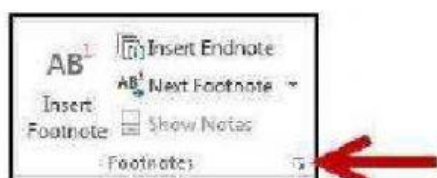
Additional Settings for Footnote and Endnotes.

Additional settings are available for changing the location, layout, and format of footnotes and endnotes. To access these settings:

1. In the *Ribbon*, click the **Reference** tab (5).



2. In the **Footnotes** group, click on the **Dialog Box Launcher** (6)



3. The Footnote and Endnote will appear. (7)



4. The location section provides options for changing the location of where your Footnote/Endnote appears within your document.

Questions

1. Give the steps to insert a Footnote or Endnote.

2 Why are there additional settings for footnote/endnote

