Lesson 2 Footnotes Endnotes

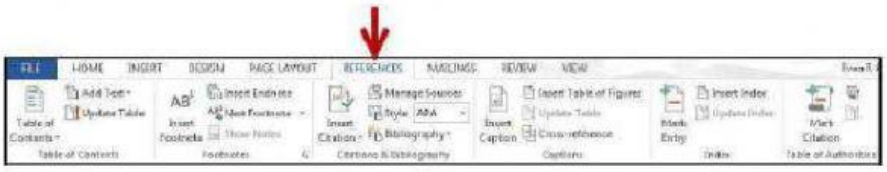
Footnotes & Endnotes

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)**



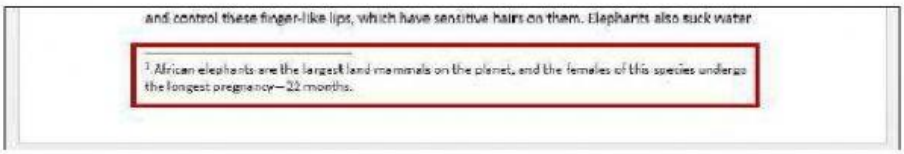
1

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



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).**



3

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

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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)**



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).**



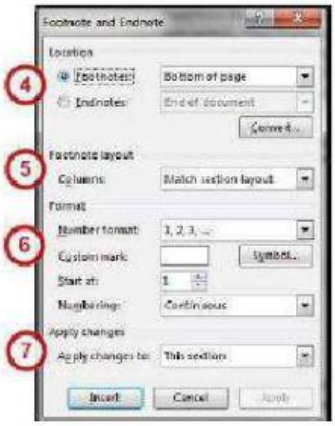
5

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



6

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



7

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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

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