

NCI Technologies presents:

Microsoft® Office Word 2003 Training



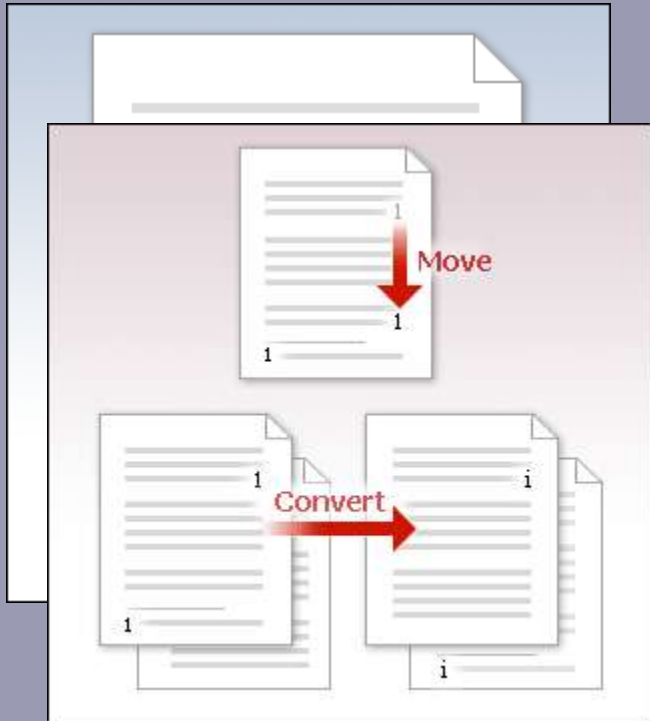
Create footnotes and endnotes

Course contents

- Overview: Be a footnote and endnote whiz
- Lesson 1: Add footnotes and endnotes
- Lesson 2: Beyond the basics

Each lesson includes a list of suggested tasks and a set of test questions.

Overview: Be a footnote and endnote whiz



Footnotes and endnotes are used to show the source of borrowed material or to provide supplementary or explanatory information. Footnotes go at the bottom of a page, and endnotes go at the end of a document.

This course shows you how to insert footnotes and endnotes; convert footnotes to endnotes and vice versa; and move, copy, delete, and customize notes.

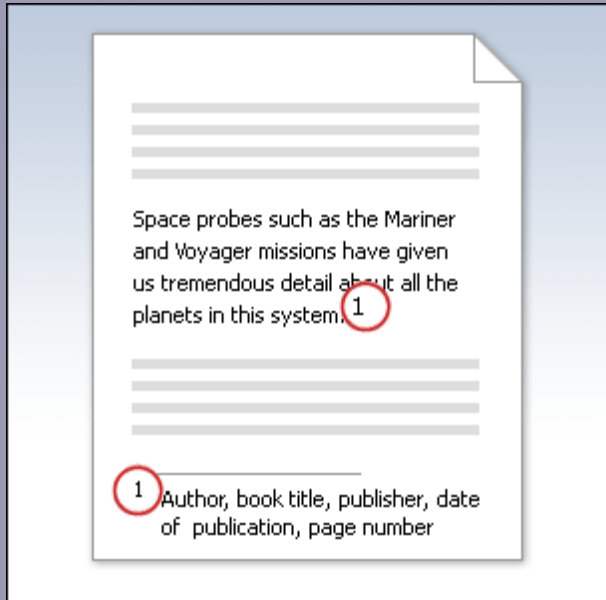
Course goals

- Add footnotes and endnotes.
- Delete footnotes and endnotes.
- Customize footnotes and endnotes.

Lesson 1

Add footnotes and endnotes

Add footnotes and endnotes



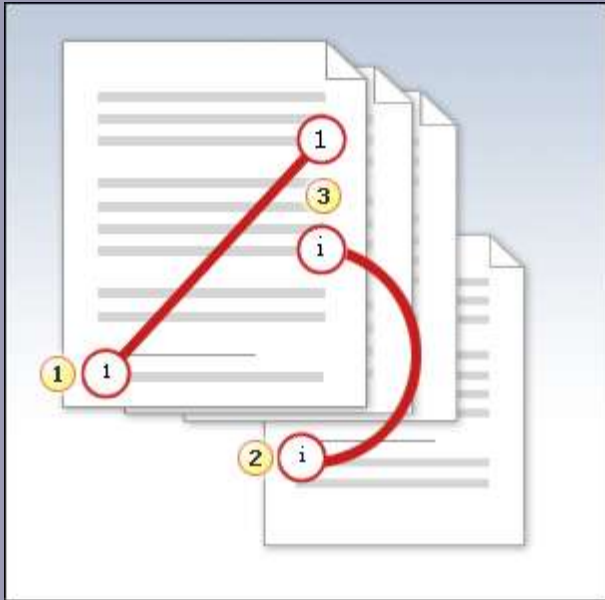
Give credit to your sources or add explanatory material.

When you write a document that requires research, you typically credit your sources by adding a note, either at the bottom of the page with a footnote, or at the end of the document with an endnote.

You can also use footnotes and endnotes to enter explanatory material or even an aside comment that wouldn't fit with the main flow of text in the document body.

Create footnotes and endnotes

Should you use footnotes, or endnotes?

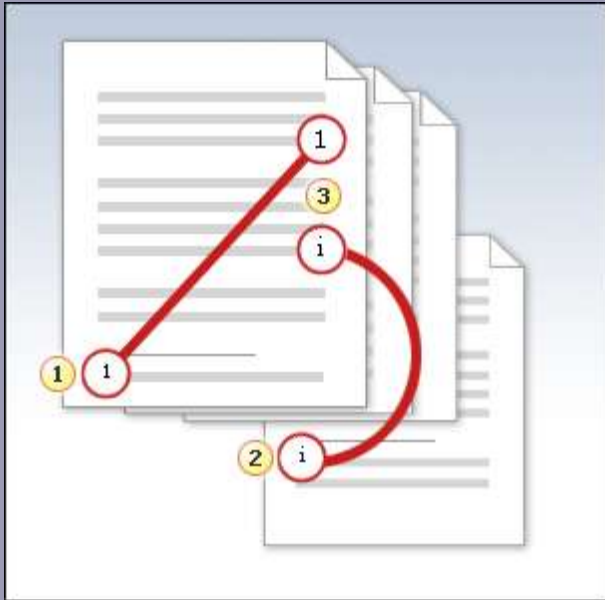


1. Footnote
2. Endnote
3. Note reference marks

The basic difference between a footnote and an endnote is where it is placed. A footnote is at the bottom of a page, and an endnote is at the end of a document.

Regardless of the type of source you reference, or the type of comment or explanatory note you add, you can use either a footnote or an endnote. They serve much the same purpose.

Should you use footnotes, or endnotes?

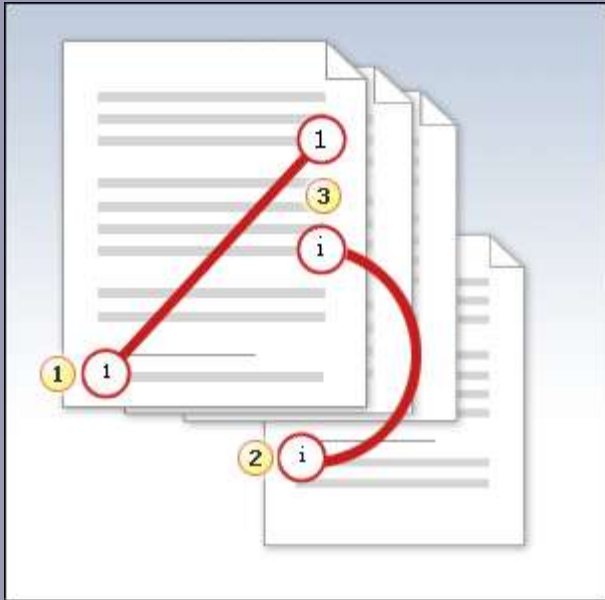


For both footnotes and endnotes, a **note reference mark** in the body text indicates that additional information is in a footnote or endnote.

One subtle difference: Footnotes and endnotes use different numbering systems to tell readers where to look for notes. We'll talk more about that in the next lesson.

1. Footnote
2. Endnote
3. Note reference marks

Should you use footnotes, or endnotes?

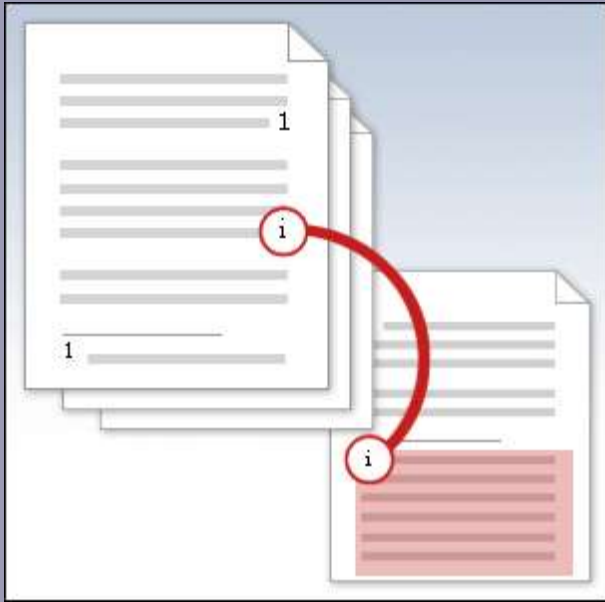


Footnotes and endnotes are both separated from the body text by a short horizontal line.

And both have note text, either at the bottom of the page or the end of the document. The note text in both is in a smaller font size than the body text is.

1. Footnote
2. Endnote
3. Note reference marks

Things to consider when deciding which to use

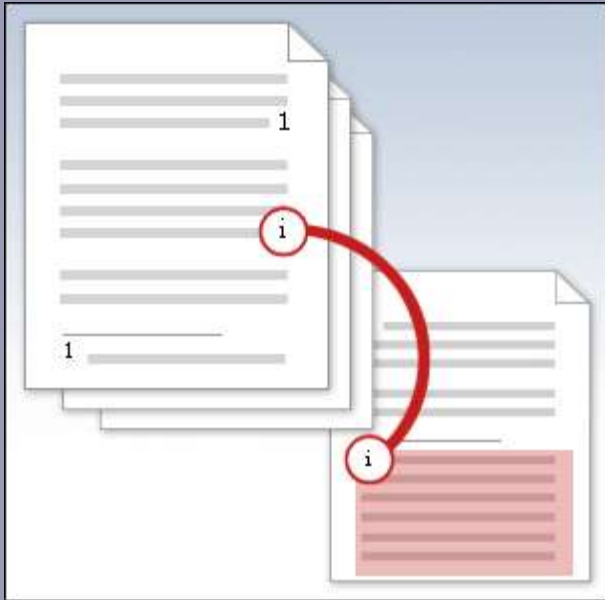


When note text is long, endnotes might be best.

Because footnotes appear at the bottom of the page, readers can see them in context, when the source material or an additional explanation might be most useful.

On the other hand, if sources or supplementary information can be looked at afterward, endnotes might be best.

Things to consider when deciding which to use

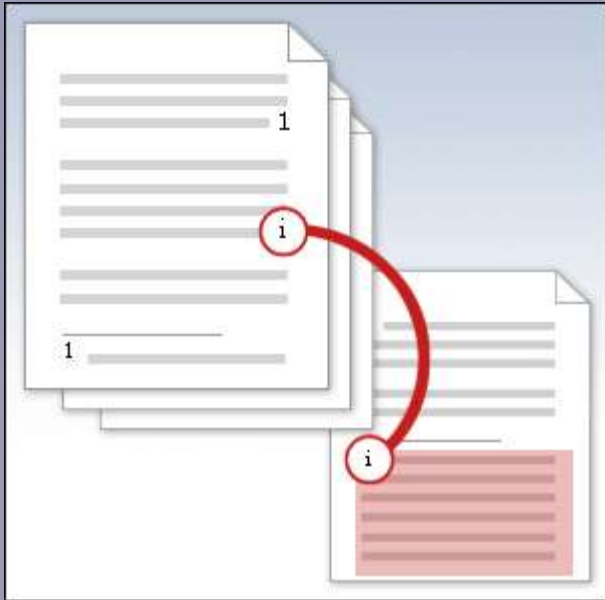


Also consider that there's less space for note text at the bottom of the page in a footnote. If a footnote is very long, it will continue on to the bottom of the next page.

In that case, you might want to use an endnote instead.

When note text is long, endnotes might be best.

Things to consider when deciding which to use

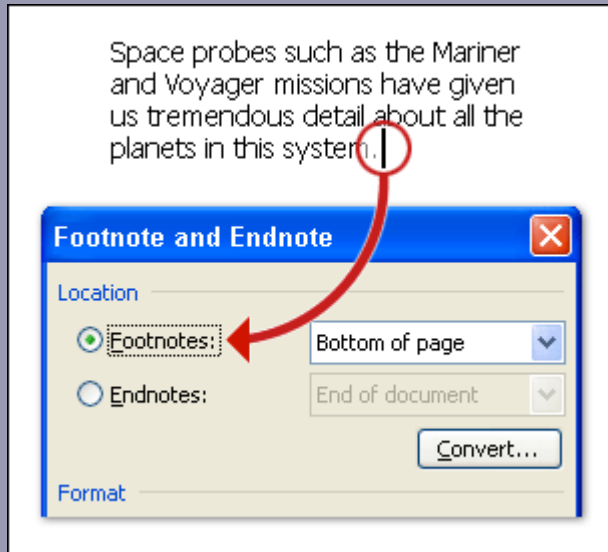


When note text is long,
endnotes might be best.

Whether to use footnotes or endnotes may be determined by your preference, by your publisher, or by the style guidelines of your workplace.

You don't have to commit to one style or the other: Word lets you use both footnotes and endnotes in the same document.

Add a footnote or endnote

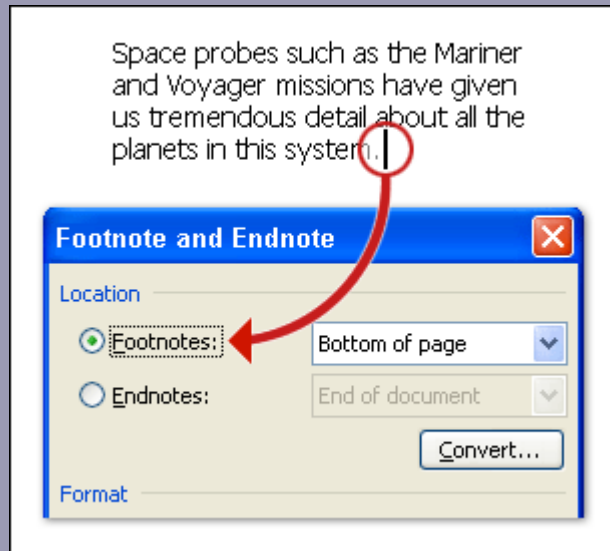


Imagine that you need to enter a footnote or endnote in a paper about the solar system to acknowledge a source about the Mariner space missions.

Begin by positioning the cursor where you want the note reference mark to appear.

Inserting a footnote or endnote

Add a footnote or endnote

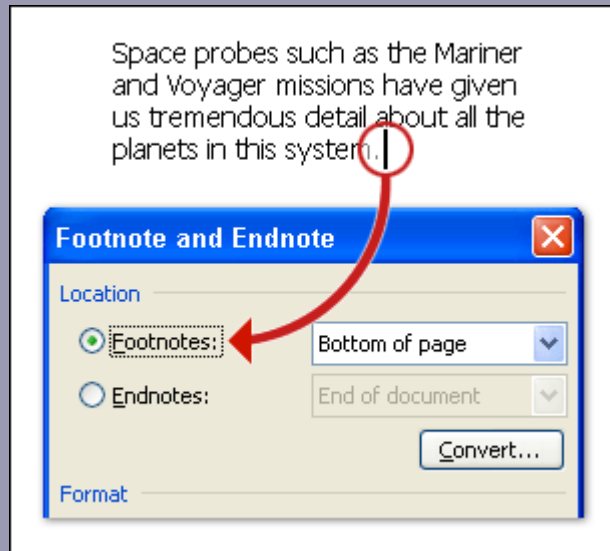


Inserting a footnote or endnote

Then:

1. On the **Insert** menu, point to **Reference**, and then click **Footnote**.
2. In the **Footnote and Endnote** dialog box, click either **Footnotes** or **Endnotes**, and then click the **Insert** button at the bottom of the dialog box.

Add a footnote or endnote

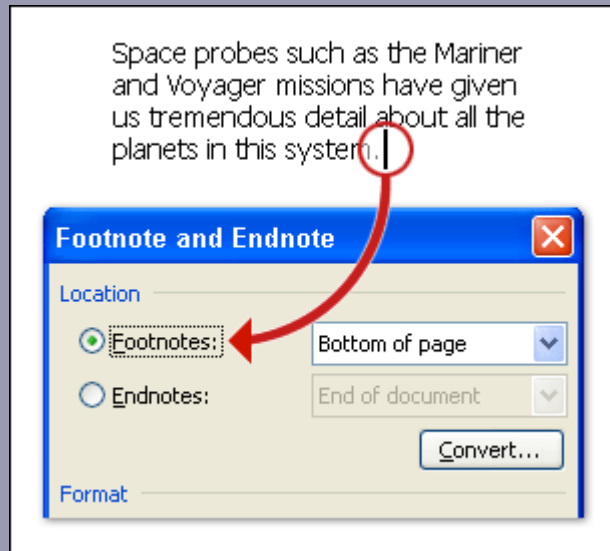


Inserting a footnote or endnote

Then:

3. Word adds and automatically numbers the note reference mark at the insertion point.
4. A note reference mark with the same number is inserted at the bottom of the page or at the end of the document. Beside the reference number, type your note text.

Add a footnote or endnote

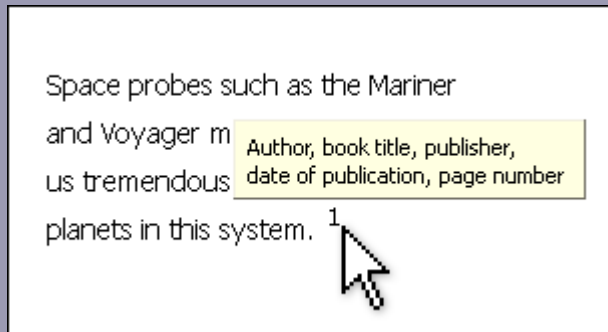


Inserting a footnote or endnote

When you add the next footnote or endnote, Word automatically numbers it in the correct sequence.

If you later add a note before this note, Word numbers the new note correctly and renumbers the other notes in the document.

See notes on screen

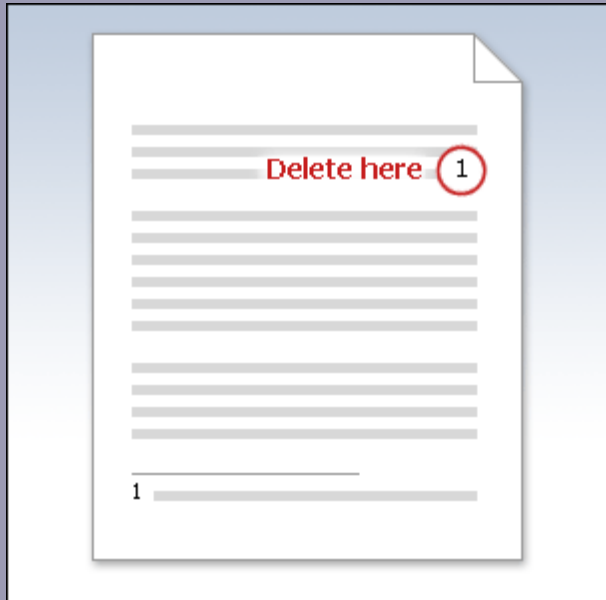


A footnote in a ScreenTip

If you want to review your note text after you enter it, you don't have to scroll down to the bottom of the page or to the end of the document.

Instead, rest the pointer on the note reference mark in the document. The note text appears in a ScreenTip.

Delete footnotes and endnotes



To delete a footnote or endnote, delete the note reference mark.

To delete a note, select the note reference mark in the body of your document and press DELETE. This also deletes the note reference mark and the text at the bottom of the page or at the end of the document.

Don't try to delete the note by just deleting the note text itself. That leaves the note reference mark in the body of the text.

Suggestions for practice

1. Add a footnote.
2. Add an endnote.
3. See a note on screen.
4. Delete a note.

[Online practice](#) (requires Word 2003)

Test 1, question 1

On which menu is the Footnote command? (Pick one answer.)

1. The **Format** menu.
2. The **Insert** menu.
3. The **Edit** menu.

Test 1, question 1: Answer

The **Insert** menu.

You're inserting a footnote, so use the **Insert** menu, and then go to the **Reference** command.

Test 1, question 2

How do you delete a footnote? (Pick one answer.)

1. Delete the note reference mark at the bottom of the page.
2. Delete the note text at the bottom of the page.
3. Delete the note reference mark in the body of the document.

Test 1, question 2: Answer

Delete the note reference mark in the body of the document.

That will delete everything, all at one time.

Test 1, question 3

The main difference between a footnote and an endnote is where it is placed. (Pick one answer.)

1. True.
2. False.

Test 1, question 3: Answer

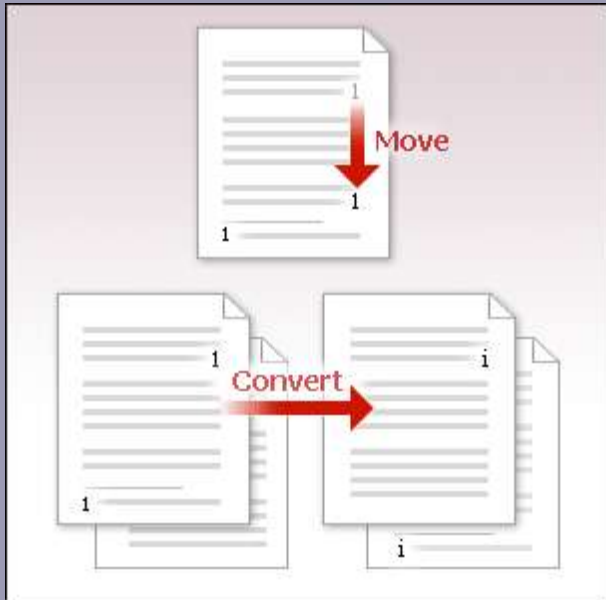
True.

A footnote is at the bottom of a page and an endnote is at the end of a document or possibly at the end of a section.

Lesson 2

Beyond the basics

Beyond the basics

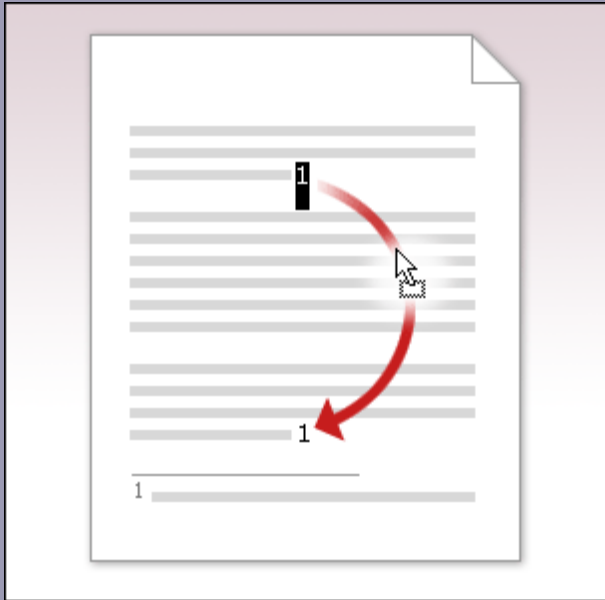


Moving footnotes, and converting footnotes to endnotes

Sometimes you make revisions in your document that make it necessary to change your footnotes or endnotes.

This lesson shows you how to move or copy footnotes or endnotes, change the number format of note reference marks, and convert footnotes to endnotes and vice versa.

Move or copy notes

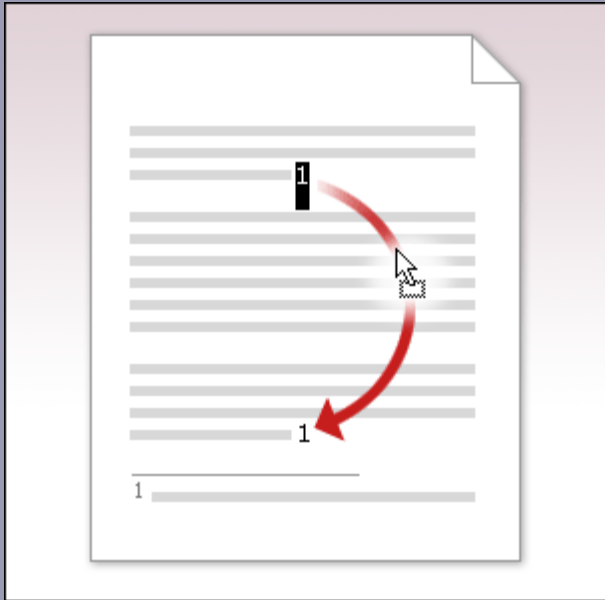


Moving a footnote from one location to another

If you add a footnote or endnote in one location and then decide it should be in another location, you don't need to delete it and start over again.

Just move it by selecting the note reference mark in the body of the document and dragging it to the new location. The note text arrives in the new destination as well.

Move or copy notes

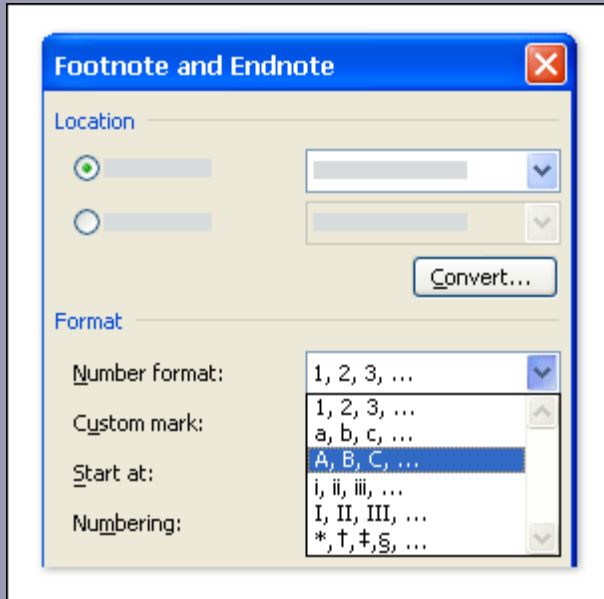


Moving a footnote from one location to another

Or perhaps you're using the same source again in another note. You can copy a note by selecting the note reference mark, holding down CTRL, and then dragging the mark to the new location.

Word automatically renumbers the new note reference mark in the new location.

Change number format

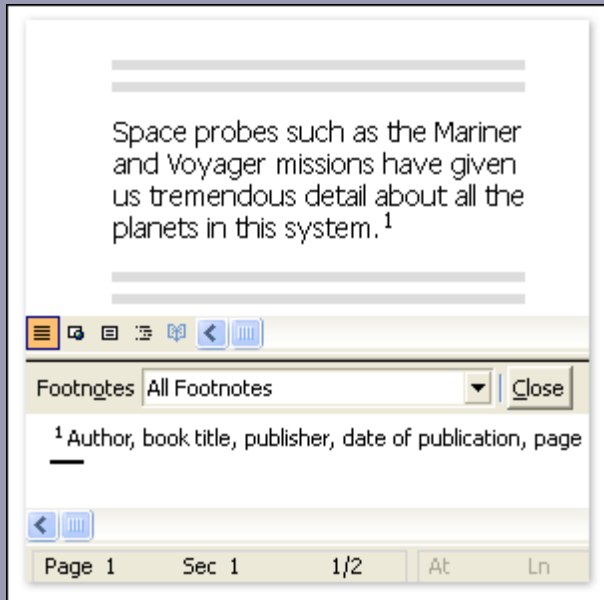


Selecting different number formats for footnotes and endnotes

When you insert a footnote or endnote, Word automatically uses a standard number format: Arabic (1,2,3) for footnotes and lowercase Roman numerals (i,ii,iii) for endnotes.

If you'd like, you can switch to a different numbering format in the **Footnote and Endnote** dialog box.

Convert footnotes to endnotes and vice versa

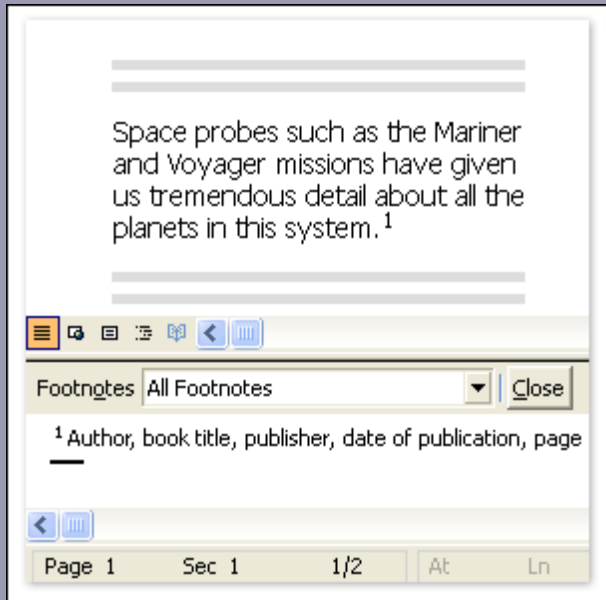


After you've inserted either footnotes or endnotes, you can convert them.

To convert footnotes to endnotes, or vice versa, work in the note pane in the bottom of the document window.

The note pane visible at the bottom of the page

Convert footnotes to endnotes and vice versa

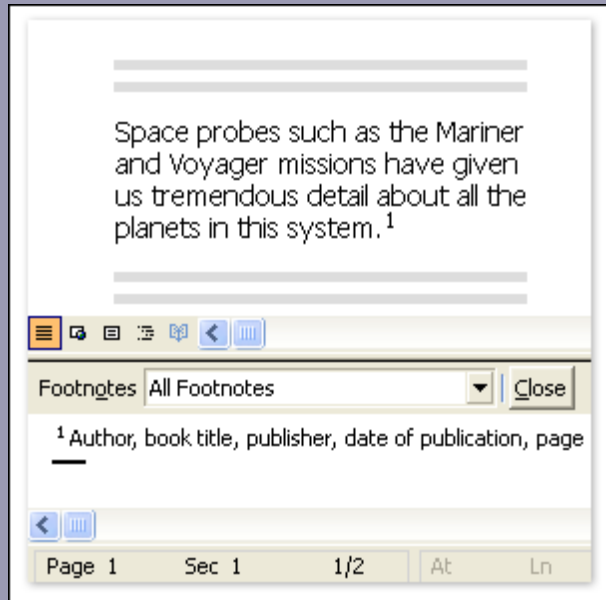


The note pane visible at the bottom of the page

Do the following:

1. In normal view, click **Footnotes** on the **View** menu. If a message appears, click **View footnote area** or **View endnote area**, and then click **OK**.
2. In the note pane, click the arrow to open the drop-down list, and then click either **All Footnotes** or **All Endnotes** to display the notes you want to convert.

Convert footnotes to endnotes and vice versa

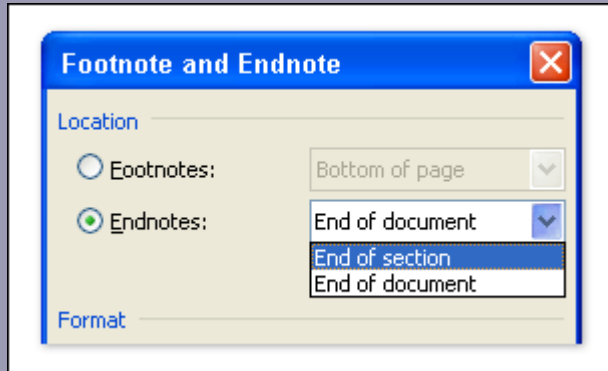


The note pane visible at the bottom of the page

Do the following:

3. Select the note reference mark of the note you want to convert, right-click, and then click **Convert to Footnote** or **Convert to Endnote**. Do this for each note you want to convert.

Add endnotes at the end of sections

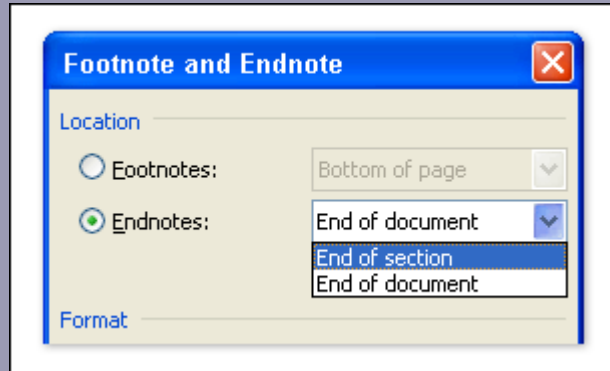


Choosing to enter an endnote at the end of a section

Just as a book can be divided into chapters, a Word document can be divided into sections.

If a document is divided into sections instead of being one long continuous document, you can add endnotes to the end of sections instead of having them all at the end of the document.

Add endnotes at the end of sections

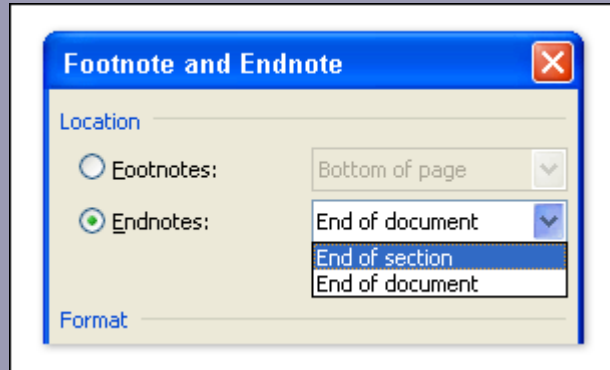


Choosing to enter an endnote at the end of a section

To do this:

1. On the **Insert** menu, point to **Reference**, and then click **Footnote**.
2. In the **Footnote and Endnote** dialog box, select **Endnotes**, and in the drop-down list next to it, select **End of section**.

Add endnotes at the end of sections



When you insert endnotes at the end of sections, you have the option to number the notes continuously from section to section, or to restart the numbering with each section.

Choosing to enter an endnote at the end of a section

Suggestions for practice

1. Move a note.
2. Copy a note.
3. Convert footnotes to endnotes.
4. Change the number format.
5. Add an endnote to the end of a section.
6. Create a new separator line.

[Online practice](#) (requires Word 2003)

Test 2, question 1

Which view must you be in to see the note pane? (Pick one answer.)

1. Print layout view.
2. Normal view.
3. Web layout view

Test 2, question 1: Answer

Normal view.

Then click **Footnotes** on the **View** menu to open the note pane.

Test 2, question 2

To copy a note, you first select the note reference mark and then press which key? (Pick one answer.)

1. CTRL.
2. ALT.
3. SHIFT.

Test 2, question 2: Answer

CTRL.

You're in control.

Test 2, question 3

You can copy a footnote or endnote by selecting the note reference mark in the body of the document and dragging it to the new location. (Pick one answer.)

1. True.
2. False.

Test 2, question 3: Answer

False.

Selecting the note reference mark and dragging it moves the note reference mark and the note text to a new location. To copy a footnote or endnote, select the note reference mark, hold down CTRL, and then drag the mark to the new location.