Inserting Footnotes and Endnotes

Footnotes and Endnotes are used to support facts, your position or cite references within the document. Footnotes appear at the end of each page or directly below the footnote. Endnotes appear on a separate page at the end of the document. Footnotes and Endnotes store the same information, but they are just displayed in different areas of the document. Most people like to see citations on the page where the actual footnote is cited instead of at the end of the document. However, when creating a long document or report, ask the end user their preference as to which tool to use, footnotes or endnotes.

Footnote or Endnote
Position the cursor where you want to reference a Footnote or Endnote and choose either the Insert Footnote or Insert Endnote icon from the References tab of the Ribbon.

FootNote Example:

Tip: if the footnote number isn’t showing in the text, then select the Show Notes icon from the References tab of the ribbon.

Edit the Footnote Properties by selecting the Footnotes dialog box launcher.
Select Footnotes or Endnotes from the Location section of the dialog box and choose the positioning, the Formatting and where in the document the Footnote/Footnote should apply. Select the Insert button when finished.

**Tip:** Word will recognize when the document has changed and update or move the footnotes and/or endnotes.

If you place the reference mark in the wrong location, you can cut and paste or drag it to a new location.

If you need to refer to an existing footnote or endnote in a document, you can copy and paste the footnote or endnote.