

Microsoft Word - Footnotes and Endnote



Footnotes and Endnotes.

Footnotes are used to provide additional information, footnotes appear at the bottom of the page on which the information is held.

Word will automatically insert a reference mark at the insertion point to associate the information presented with the note at the bottom of the page.

Tip: Footnote is previewed when cursor is hovered over the footnote reference mark.

Endnotes appear at the end of the document.

Preview Footnote:

1. Reference Mark.
2. Footnote displayed at the bottom of page.
3. Preview of Footnote when cursor hovered over reference mark.

1 ABC COMPANY ¹ were founded in 1981, and has successfully expanded its operations over the last 20 years to become one of the major independent providers of quality training services in the field of Information Technology and Personal Development Skills.

ABC company owner is Mr Smith

3

It is widely recognised that people are the most important asset to any organisation and we believe that effective training provides a powerful advantage for every individual to achieve their full potential in the workplace.

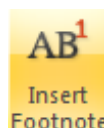
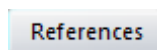
ABC COMPANY has always maintained a commitment to excellence and we are continually striving to enhance our reputation for providing quality courses at an affordable price. We have a flexible approach to training, which enables us to satisfy almost any training requirement within the scope of our extensive portfolio, and we guarantee to deliver training which is effective, stimulating and enjoyable so that every delegate achieves optimum business benefits.

2

¹ ABC company owner is Mr Smith

Creating Footnotes or Endnotes.

1. **Select** the location in the document where you wish to insert the **Footnote's Reference Mark**.
2. **Click** on the **Reference** tab.
3. **Click** on the **Insert Footnote** or **Insert Footnote**.



Once the Insert Footnote button has been selected, the cursor will be placed in the footer of the page. **Enter** the Footnote's text to be displayed at the bottom of the page.

To **delete** a Footnote, delete the footnote's Reference Mark in the document by highlighting and pressing delete on the keyboard.

