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How to Use Footnotes and Endnotes in Microsoft Word

Go to the References tab and, in the Footnotes section, select the More Options icon. In the Footnote and Endnote dialog box, select the options you want. Choose between footnotes and endnotes, numbering format, custom marks and symbols, a starting number, and whether to apply the numbering to the whole document.

Inserting Footnotes in a Word Document - Lifewire

Click the place in the body of the slide where you want to add a footnote, and type a number or symbol, like "1". Click Insert > Header & Footer. On the Slide tab, select Footer, and in the Footer box, type the number or symbol you added in step 1, and then type the text that you want to appear in the footnote at the bottom of your slide.

Add or remove a footnote - Office Support

Open a Word document containing text in which you want to add a footnote. Place the cursor at the position where you would like the footnote mark to appear, but do not type anything. Step #2: Insert Footnote On your keyboard, press Ctrl+Alt+F for inserting a footnote.

How to insert footnotes and Endnotes in MS Word Document ...

Click on "Insert Footnote" in the "References" tab. The superscript number will appear in the text automatically. 3. The corresponding number will be automatically inserted in the footer ready for you to add the footnote citation.

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To insert a footnote or endnote in a Microsoft Word document, you need to: Go to References > Footnotes on the main ribbon Select either Insert Footnote or Insert Endnote as required Type your note in the newly created footnote/endnote

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In your document, click where you want the reference to be located. On the Insert menu, click Cross-reference. On the Reference type list, click Footnote. Do one of the following. To insert the cross-reference as. Do this. Regular text. On the Insert reference to list, click Footnote number. Superscript text.

Refer to the same footnote or endnote more than once ...

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