

### **Technical Tip: Inserting endnotes and footnotes (PC)**

One beautiful thing about Microsoft Word is the help it gives you in creating footnotes and endnotes. Even as you go back and add or remove notes to your draft, it will automatically keep track of the numbering for you.

- (1) You can easily create endnotes by simply making use of the tool in Word. When you get to the end of the sentence or quote where you want to insert a note, leave your cursor there and navigate to the References tab. In the Footnotes section, you will see a place to click on Insert Footnote or Insert Endnote. Choose the one you want.
- (2) The program will automatically insert the number and then place a line below where you're working. For endnotes, that line will stay at the end of your document as you keep adding more notes) and also put that same number. For footnotes, the line will move to the bottom of the page and insert the number below it. The line will keep moving up as you add more footnotes and will maintain just the footnotes that appear on that page.
- (3) If it gives you a symbol you don't want (perhaps it gives you small Roman numerals and you want numbers), click on the small arrow near the bottom of the Footnotes box. That will open a box where you can change the format of the numbers.
- (4) In that box, you can also change the settings to have your endnote or footnote numbers be continuous throughout the whole book, or start over with each chapter.
- (5) There you can go ahead and put in the citation for the endnote or footnote according to the style you're following.