To add footnotes or endnotes to a document, follow these steps:

- **Footnote** from **Insert** menu – **Reference**. Word will display the Footnote and Endnote dialogue box. You may choose to have your footnote either at the bottom of the page or below the text.

- **Footnotes** will appear at the bottom of the page and **Endnotes** at the end of the document.

- **Number format** allows you to select either the default setting for numbering your footnotes, or you or you may prefer to customise the numbering for your footnotes/end notes.

- **Custom mark** will allow you to select a symbol from the symbol box to use instead of numbering.

- Numbering allows you to either have numbering run continuously through your whole document, or, you may start new numbering for each section or on each page.
• By selecting Options in the dialogue box, you may select Number Format to change your numbering system from 1,2,3 to letters or to other numbering options.

• By selecting Start at in the dialogue box, you may choose to start your numbering from 1 or from a different start number.

• To delete a footnote or endnote, select the footnote or endnote’s number or marker and then delete it using the delete key.

• To edit a footnote or endnote, double click the footnote number, this will bring up the footnote box - you may edit the text in the usual way.

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1 Brown, John Ways of seeing. Macmillan, 1999