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Inserting Footnotes/Endnotes (Word 2003)

Open your Brief in Microsoft Word 2003. Make sure you have your Brief in the PRINT LAYOUT VIEW (From the VIEW menu, then select PRINT LAYOUT.)

From the INSERT menu, choose REFERENCE, then select FOOTNOTE

- Choose FOOTNOTE (to place your notes at the bottom of the page) or ENDNOTE (to place your notes at the end of the document)

- Set NUMBER FORMAT: to the format you of your choice or requirement (i.e. 1, 2, 3, . . . or i, ii, iii, . . . , etc.)
- Set START AT: to the number/letter you would like to begin with (i, 1, a, etc.)
- Set NUMBERING: to CONTINUOUS
- Click INSERT to create your Footnote or Endnote

The first note number will appear and you should type the text of your note. When you are finished with the text of your note, place your cursor in the document where you would like to continue typing.

To create additional notes, from the INSERT menu, choose REFERENCE, then select FOOTNOTE

- Choose FOOTNOTE or ENDNOTE
- Click OK and the next sequential note number will appear at the bottom of the page on which the footnote reference appears.
- Type the text of your note.

OR, if you prefer keyboard shortcuts, once you have set your format preferences for FOOTNOTES or ENDNOTES, you can use the following keystrokes:

FOOTNOTES	CTRL-ALT-F
ENDNOTES	CTRL-ALT-D

Repeat this procedure for each note.

NOTE OF INTEREST: If you complete your paper and realize the you have left one or more footnotes or endnotes out, place the cursor in your document where you need to add the note reference and create the note. The new note will be created, inserted in the appropriate location, and the existing notes will be renumbered.

If you have any questions, please contact Susan Wolford at susan.wolford@mail.wvu.edu or 304-293-6830.

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