

# Format Footnotes and Endnotes Dialog

## Footnotes

Footnotes are notes that appear at the bottom of the page, under the section of text to which they refer.

## Footnote Style

The drop-down menu displays the ways that your footnotes can be indicated. Choose one by selecting it from menu.

## Numbering

You can set the footnote numbering to restart from an initial value (chosen below) at different points in the document. Select an option from the drop-down menu. You may choose to have footnotes numbered sequentially throughout the document, have the numbering restart at each new section, or have footnote numbering restart at each new page.

## Initial Value

The small buttons to the right of the initial value allow you to increase or decrease it. The initial value displayed is appropriate to the style of footnote you have selected.

## Endnotes

Endnotes are notes gathered at the end of the document or part of the document. In general, endnotes are harder to use than footnotes, so you should normally use footnotes if you have the choice.

## Endnote Style

The drop-down menu displays the ways that your footnotes can be indicated. Choose one by selecting it from menu.

## Placement

Endnotes can be placed either at the end of the section or at the end of the document. The default behavior is to place all of the endnotes at the end of the document.

## Initial Value

The small buttons to the right of the initial value allow you to increase or decrease it. The initial value displayed is appropriate to the style of footnote you have selected.

## Restart on each section

If this option is selected, the endnotes in each section will be numbered from the initial value set above. If it is not selected, they will be numbered sequentially throughout the document.

### **Help**

This button opens the documentation for this dialog.

### **Cancel**

This button closes the dialog without making any changes.

### **OK**

This button applies the selected formatting to your footnotes and endnotes and closes the dialog.