

Managing Footnotes in Word

So you've been using Word's tools to automatically place superscripts in your document and text below for your footnotes but you've found that Word's pre-set formatting for these notes could stand some improvement. Maybe you would like to make changes to the spacing between lines, the footnote separator lines or the footnote font or maybe you need to get Word to stop spreading longer notes across two pages. The good news is, you can!

To make any of these changes, you must first change the viewing format of your document.

1. From the top menu, click **View** then select **Outline**.
2. Now, again from the top menu, PC users click the **References** tab and then click **Show Notes**. If you are a Mac user, click **View** again (as you did in step 1) and then choose **Footnotes**.

From here, you can make any of the changes described in this guide.

Here are some footnotes that could use some help. Below, in the view of the bottom of the page, we can see that footnotes 1 and 2 have different fonts and indentations and that the second footnote cuts off on the first page (page 9) and spills over to the bottom of page 10.

legimus ex, dignissim vituperatoribus.¹ Possim pertinax ad nec, mea ad quod errem splendide.

Per elit feugait sensibus no. Vix solum sanctus appareat at, no cum option inimicus, ex probo aliquando conclusionemque nec. Veri laudem honestatis quo et, at vix persius praesent efficiantur, vis te patrioque. Quo in dicant democritum, qui eu vocent vituperata, nam at omnium constituam. Vim ut lobortis antiopam, ad pri impetus luptatum, qui duis ullum sensibus ne.² Quo in dicant democritum, qui eu vocent vituperata, nam at omnium constituam. Vim ut

¹ Lorem ipsum dolor sit amet, qui maiorum nominavi elaboraret eu, id mel purto incorrupte, quod mucius ne pro. Pri erat possim verterem an, ut tamquam labitur discere usu, usu praesent maluisset ei.

² Assentior percipitur duo cu, hinc praesent ad eos. Id eum aliquando ullamcorper theophrastus. Eirmod vocent scripserit nec et. Eros eligendi patrioque sed cu, et eos falli eirmod

mnesarchum. Aequae zril veniam ad cum, vis eu ferri aliquid. Justo utinam luptatum eum ne. Nec illud legimus ex, dignissim vituperatoribus ex cum. Possim pertinax ad nec, mea ad quod errem splendide. Per elit feugait sensibus no.

To fix issues with font and spacing:

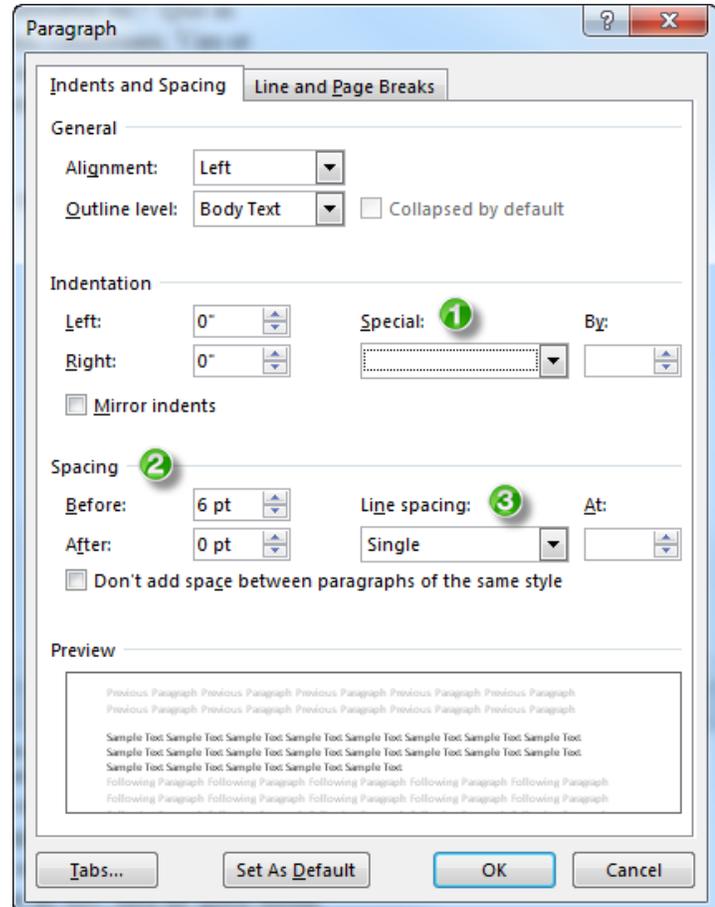
1. Highlight all the footnote text that you would like to change or press Control + A (or Command + A for Mac users) to select everything.
2. Right click on the highlighted text. To make changes to the font, click **Font**. To make changes to indents, paragraph or spacing, click **Paragraph**.
3. Adjust the settings to your preference.

1. For paragraphs, use the **Special** boxes to have Word automatically indent for first lines or hanging paragraphs. Clicking “None” here will turn off automatic indention formatting.

2. Use the **Spacing** boxes if you would like to change spacing between footnotes.

3. Use the **Line spacing** boxes to change the general spacing of lines in footnotes.

4. Click **OK** when finished.



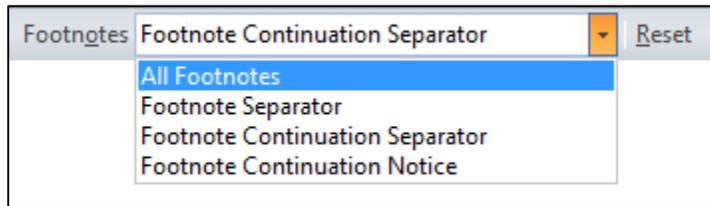
To stop Word from spacing footnotes across pages:

1. Highlight all the footnote text that you would like to change or press Control + A (or Command + A for Mac users) to select everything.
2. Right click on the highlighted text and click **Paragraph**.
3. In the **Paragraph** box, click on the **Line and Page Breaks** tab.
4. From the **Pagination** heading, make sure that *only* **Widow and Orphan Control** and **Keep Lines Together** are checked and then click **OK**.

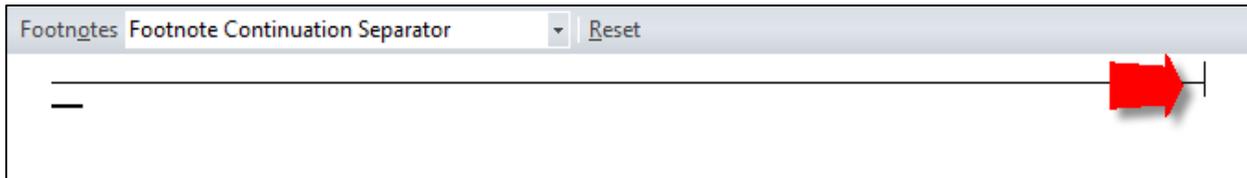
To work with or remove separator lines:

The footnote separator and footnote continuation separators are lines that can be changed or deleted.

1. Use the dropdown arrow to select the separator or continuation separator.



2. Place your cursor as indicated by the red arrow above and backspace over the separator to remove it or replace it.



Note: The Footnote Continuation Notice does not appear to work in Word 2010 or 2013 but does work in Mac Word 2011.

*When you have finished making formatting changes in the footnote view, you can return to the normal view of Word and check the new settings in your document by clicking **View** from the top menu and then choosing **Print Layout**. Don't forget to save!*