Managing Footnotes in Word

Maybe you would like to make changes to the spacing between footnote lines, the footnote separator lines or the footnote font or maybe you need to get Word to stop spreading longer notes across two pages.

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, click the References tab and then click Show Notes.

From here, you can make any of the changes described below.

Here are some footnotes that could use some help. Below 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.
To fix issues with font and spacing:

1. Highlight all the footnote text that you would like to change or press Control + A 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 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.

To place a continuation notice:

Choose Footnote Continuation Notice if you would like to put a message such as “Continued on next page” at the end of a footnote that breaks across pages. This text will not show up in the Outline view, but will appear in your document when you switch back to Print Layout view (described below).

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!