

To change the default Footnote/Endnote settings, go to **Tools > Footnotes and Endnotes** on the Menu bar.

To choose whether to use the automatic numbering sequence specified in the footnote settings or specify a custom number, go to **Insert > Footnote and Endnote > Footnote or Endnote** on the Menu bar to open the Insert Footnote/Endnote dialog (Figure 53).

You can edit an existing footnote or endnote in the same way you edit any other text.

To delete a footnote or endnote, delete the footnote marker. The contents of the footnote or endnote are deleted automatically, and the numbering of other footnotes or endnotes is adjusted automatically.



Figure 53: Inserting a footnote/endnote

Formatting footnotes and endnotes

To format the footnotes themselves, click **Tools > Footnotes and Endnotes**. On the Footnotes/Endnotes Settings dialog (Figure 54), choose preferred settings.

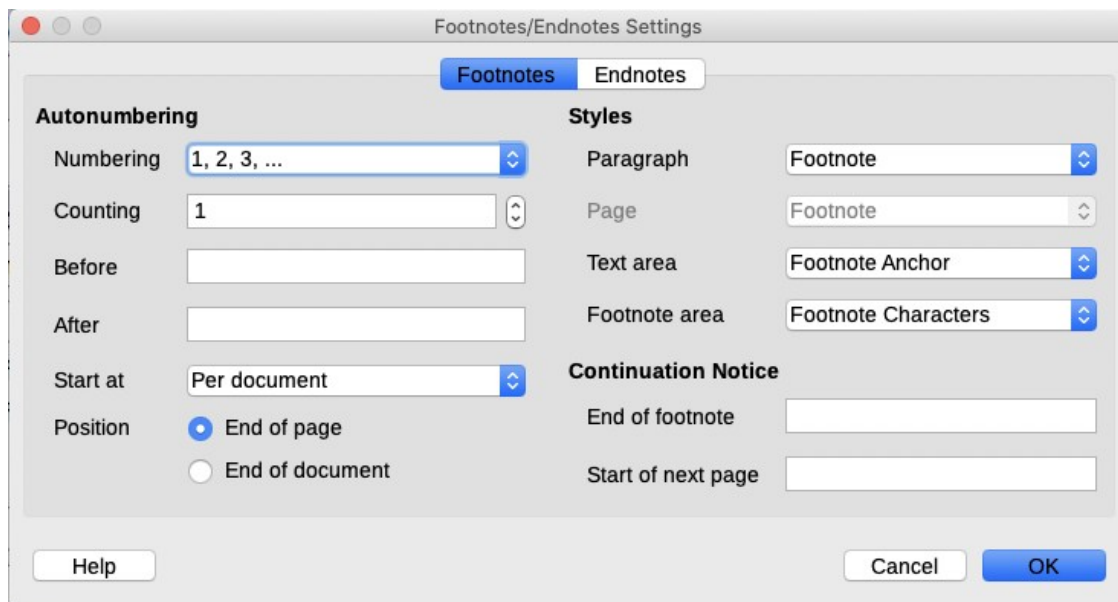


Figure 54: Defining footnote formatting