

To navigate from one comment to another, open the Navigator (*F5*), scroll to find and expand the **Comments** section. Double-click the comment text to move the cursor to the anchor point of the comment in the document.

You can navigate the comments by selecting Comment in the Navigate By box at the top of the Navigator and clicking the Up and Down arrows next to it, to move to the next or previous comment.

You can also navigate the comments using the keyboard. Use *Ctrl+Alt+Page Down* to move to the next comment and *Ctrl+Alt+Page Up* to move to the previous comment.

To print the comments in a document, choose one of the options below from the print dialog (**File > Print > LibreOffice Writer** tab).

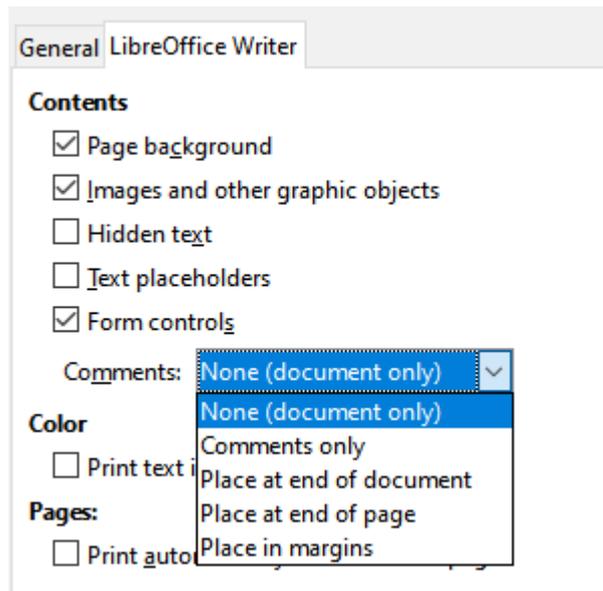


Figure 52: Options for printing comments

Using footnotes and endnotes

Footnotes appear at the bottom of the page on which they are referenced. Endnotes are collected at the end of a document.

To work effectively with footnotes and endnotes, you need to:

- Insert footnotes and define their format, if the default values do not meet your needs; see below.
- Define the location of footnotes on the page, and the color and line style for separator lines, if the defaults do not meet your needs. See Chapter 5, Formatting Pages: Basics.

Inserting footnotes and endnotes

To insert a footnote or an endnote:

- 1) Position the cursor where you want the footnote or endnote marker to appear.
- 2) Select **Insert > Footnote and Endnote** on the Menu bar and choose **Footnote** or **Endnote**, or click the **Insert Footnote** or **Insert Endnote** button on the Standard toolbar.
- 3) A footnote or endnote marker is inserted in the text and, depending on your choice, the cursor is relocated either to the footnote area at the bottom of the page or to the endnote area at the end of the document. Type the footnote or endnote content in this area.