



Figure 131: Setting footnotes and endnotes for sections

Customizing footnotes

To number the section's footnotes separately from the other footnotes in the document, and format the numbering, follow these steps:

- 1) In the *Footnotes* section of the page, make sure that **Collect at end of text** is selected.
- 2) Select **Restart numbering**.
- 3) To start the section's footnotes at a number other than 1, enter the desired starting number in the **Start at** box.
- 4) Select the **Custom format** option. In the drop-down list, select a numbering format for the footnotes.

To add text to the selected numbering format, use the **Before** and **After** boxes. For example, if you want the footnote numbers to be preceded by the word *Note* and followed by a colon, fill the **Before** and **After** boxes as shown in Figure 131.

Customizing endnotes

If you want the section's endnotes to appear at the end of the section rather than at the end of the document, select the **Collect at end of section** option in the *Endnotes* area.

To number the current section's endnotes separately from the other endnotes in the document, and format the numbering, apply the procedures described above to the *Endnotes* settings.

Editing and deleting sections

To edit a section, choose **Format > Sections** on the Menu bar. In the Edit Sections dialog (Figure 132), select the section you want to edit by clicking its name in the Section list.

Editing section attributes

To rename the selected section, type over its name in the Section name box.

On the Edit Sections dialog, you can also edit the selected section's link, write-protect, and hide attributes. To learn how to edit these attributes, see "Linking sections" on page 125, "Write-protecting sections" on page 126, and "Hiding sections" on page 126.