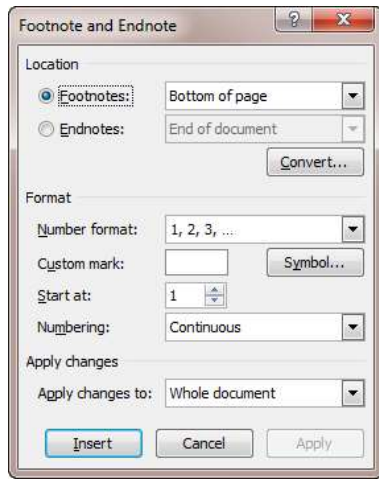# Task 4.7   Creating and deleting footnotes

You can insert footnotes directly by clicking *Insert Footnote* on the *References* tab, or, if you want to change the formatting or position, you can use the *Footnote and Endnote* dialog box.

From here, you can control where the footnote appears and the format for the numbering. Check with your School before changing the number format, since some may have their own specifications.

Try this...

1.   Navigate to page *6* and click at the end of the quotation.

2.   Click on the *References* tab and in the *Footnotes* group, click on *Insert Footnote*.

A footnote reference appears in the text, and your cursor jumps to the footnote area at the bottom of the page.

3.   In the footnote area, type:

   Other definitions can be found in Halpern, 1991

4.   Move up to the first paragraph after the heading *1.1 Introduction and overview*, and click after *cognitive abilities* at the end of the first sentence.

5.   Click the dialog box launcher 🔲 in the *Footnotes* group to display the *Footnote and Endnote* dialog box.

6.   Examine the options available.

7.   Check that *Footnotes* is set to *Bottom of page*, and *Number format* is set to *1, 2, 3, ...* and click **[Insert]**.

8.   In the footnote area, type:

   For example, Kimura and Mealey

Word renumbers the footnote references automatically.

9.   In the *body* of the document, highlight the number for the footnote you have just created and press **Delete**.