



Quick Reference Guide 3

Word 2013 for Windows

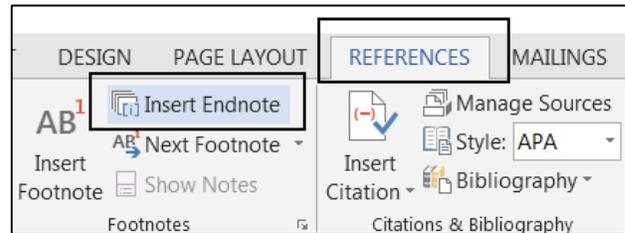
Endnotes, Footnotes and Cross-References



Writers use footnotes and endnotes in documents to explain, comment on, or provide references to something they have mentioned in a document. Usually, footnotes appear at the bottom of the page and endnotes come at the end of the document or section.

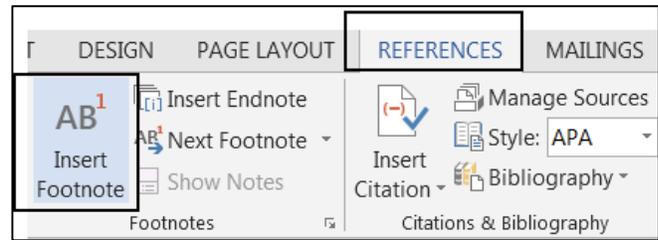
Inserting Endnotes

1. Click where you want to add the endnote.
2. Click the **References Tab | Insert Endnote** (shown right). Word inserts a reference mark in the text and adds the endnote mark at the end of the document.
3. Type the endnote text.



Inserting Footnotes

1. Click where you want to add the footnote.
2. Click the **References Tab | Insert Footnote** (shown right). Word inserts a reference mark in the text and adds the Footnote mark at the bottom of the page.
3. Type the Footnote text.
4. To return to your place in your document, double-click the footnote mark. To return to your place in your document, double-click the footnote mark.



Changing a Footnote to an Endnote

Converting all footnotes to endnotes

1. At the bottom of a page, right-click the footnote text area, click **Note Options**.
2. Click **Convert | Convert all footnotes to endnotes**.

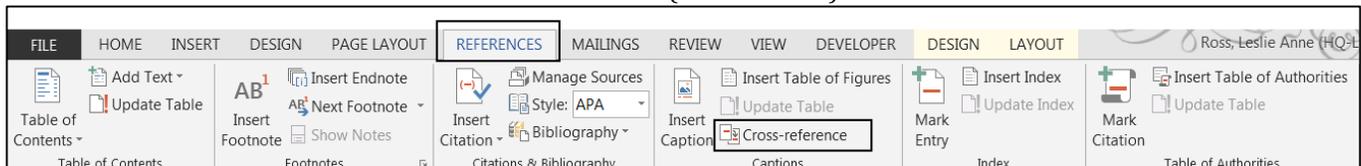
Converting a Footnote to an Endnote

At the bottom of the page, right-click the text of a footnote, and then click **Convert to Endnote**.

Cross-References

A cross-reference in Word 2013 is a hyperlink to a heading, numbered item, bookmark, footnote, endnote, equation, figure or table in your document. You can insert the hyperlink reference as the heading text, heading number, page number, entire caption, bookmark text, footnote or endnote number, and more.

Cross-references are available on the **References Ribbon** (shown below).

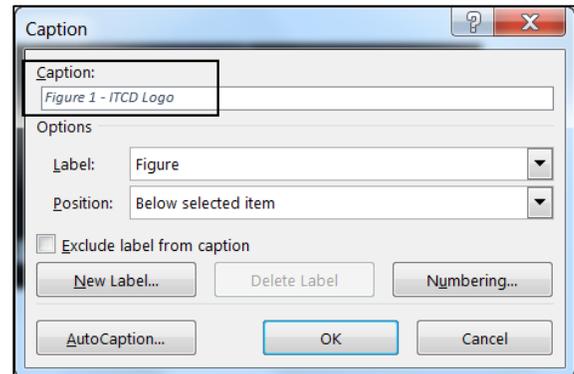


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

Please note, to build a cross-reference the item to be hyperlinked must first be added to the document or the reference does not exist. Below are instructions to insert a Caption for an Equation, Table or Figure. The caption can then be cross-referenced.

Inserting a Caption to an Equation, Table or Figure

1. Select the item to be referenced (equation, table or figure).
2. Click the **Label** drop-down arrow, and select the type of item from the list. The options include **Equation, Figure** or **Table**.
3. In the **Caption** field, enter the text for the caption.
4. Click the **Position** drop-down arrow and select the position to insert the caption. The options include **Above Selected Item** or **Below Selected Item**.
5. To remove the label type from the caption text, click the checkbox for **Exclude label from caption**.
6. Click **OK**.



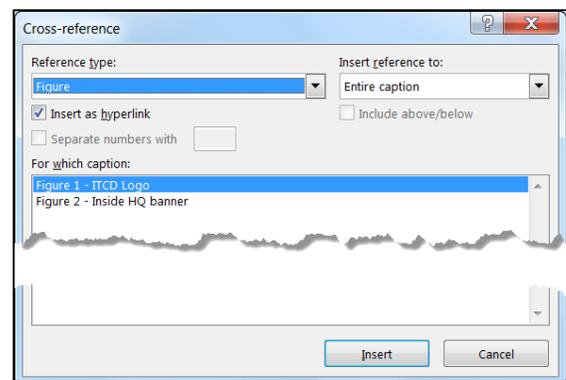
Creating a Cross-Reference

Use the following instructions for creating cross-references for Captions applied to an Equation, a figure or a table.

1. Click your cursor into the location in the file where you want to insert the cross-reference.
2. Click **Cross-Reference** on the **References Tab**. The *Cross-Reference* dialog box displays (shown right).

For this example, we will cross-reference a captioned Figure.

3. Click the **Reference type** drop-down arrow and select the type of reference to be created. Options include **Numbered Item, Heading, Bookmark, Footnote, Endnote, Equation, Figure** or **Table**. For our example, select **Figure**.
4. Click the **Insert reference to:** drop-down arrow and select what should be inserted as the cross-reference. This list changes depending on what type of reference is selected. The list for inserting Figures cross-references includes **Entire Caption, Only label and number, Only caption text, Page Number Above/below**. For our example, select **Entire Caption**.
5. In the **For which caption** list, select the **Figure** to be referenced.
6. Click **Insert**. Once the cross-reference is inserted the Cancel button becomes a Close button. You can insert multiple references at once without closing the dialog box.
7. When you have completed inserting all the cross-references, click **Close**.



Updating a Cross-Reference

If the referenced item is changed, it is a simple matter to update the reference as well.

1. Click into the cross-reference text and right-click. A shortcut menu displays.
2. Select **Update Field**. You can also merely press the function key **F9**. The cross-reference will update.

Updating all Field Codes in a File

If your document is extensively cross-referenced it may be faster to update the entire file at once.

1. Select the document by clicking the **Home Tab | Select | Select All** or press the shortcut keystroke **CTRL + A**.
2. Right-click within the selection and select **Update Fields** from the shortcut menu. You can also select all and then press the function key **F9** to update fields.

If the file contains a Table of Contents, you may be prompted to Update page numbers only or Update entire table.