## --- title: Footnote and Cross References - Intro (1A.3)

In this video we will learn how to insert a footnote, and how to open and close the Footnotes pane. As with many features, there is more than one way to insert a footnote.

### Using the menu

* Place the cursor where you wish to see the footnote caller.
* Open the **≡ menu** for the project.
* Under **Insert**, click **Footnote**. :::note Keyboard shortcut **Ctrl+T**. :::

### Using the right-click menu

* Right click in the text where you wish to see the footnote caller.
* On the menu, select **Insert Footnote**.  
  *A pane is displayed at the bottom of the window*.

:::note

The markers for the new footnote have been added. The cursor has been placed ready for me to type the footnote. :::

### Resize the pane

* Click on the divider and dragging it upwards or downwards while holding down the left mouse button.

### Close the pane

* Click the **X** in the top right corner.

### View a footnote

* Hover the mouse pointer over the caller
  + *The footnote is displayed in a pop-up.*

### Edit the footnote

* Click on the caller
  + *The footnote pane is opened again, to the size you set it to, and you can edit the footnotes if needed.*

### Open the footnote pane using the menu

* Click on the **≡ menu** for the project
* Under **View**, click **Show Footnotes**.
  + *The Footnotes pane will reopen to the size you set it to last time*.