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Text Editors

In **Microsoft Word**, it is straightforward enough with a choice to go to the bottom of the page, below the text, end of document or end of section.

Footnote and Endnote

Location

- ☒ Footnotes: Bottom of page ▾
- ☐ Endnotes: End of document ▾

Convert...

Footnote Layout

Columns: Match section layout ▾

Format

Number format: 1, 2, 3, ... ▾

Custom mark: Symbol...

Start at: 1 ▾

Numbering: Continuous ▾

Apply Changes

Apply changes to: Whole document ▾

Insert

Cancel

Apply

The settings dialogue for Microsoft Word

For those editors using the Markdown syntax then you would use:

In the text [²]

Then at the bottom of the page for this reference:

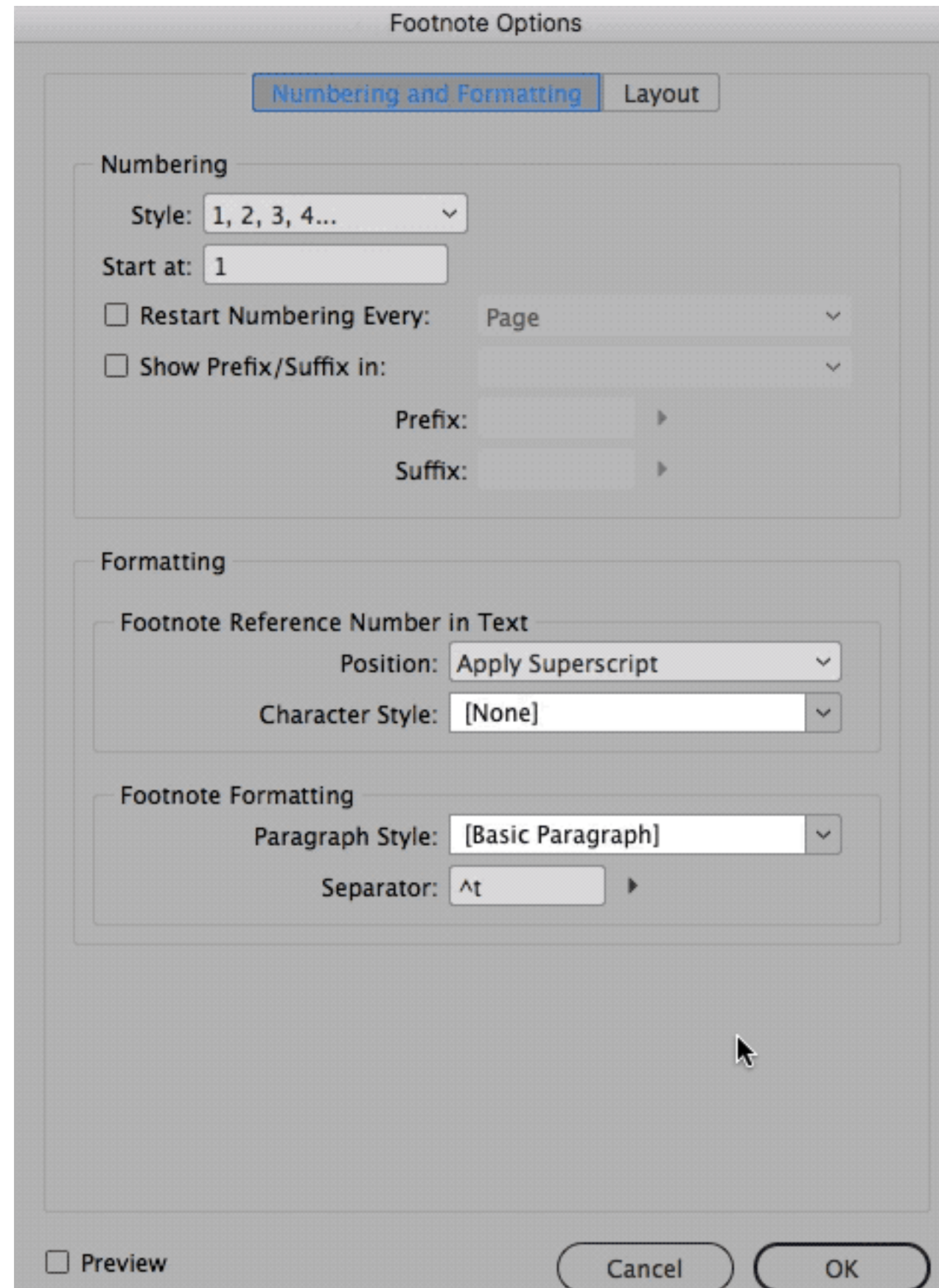
[²]: This is the reference for number 2 in the text

Markdown has become a format preferred by writers for the internet since it is relatively easy to convert to HTML.

Some writer tools like **Ulysses**, **Byword** and **Scrivener** will do this automatically

Page Layout

InDesign has a footnote feature and it will also correctly import (Place) text from **Word** with footnotes.

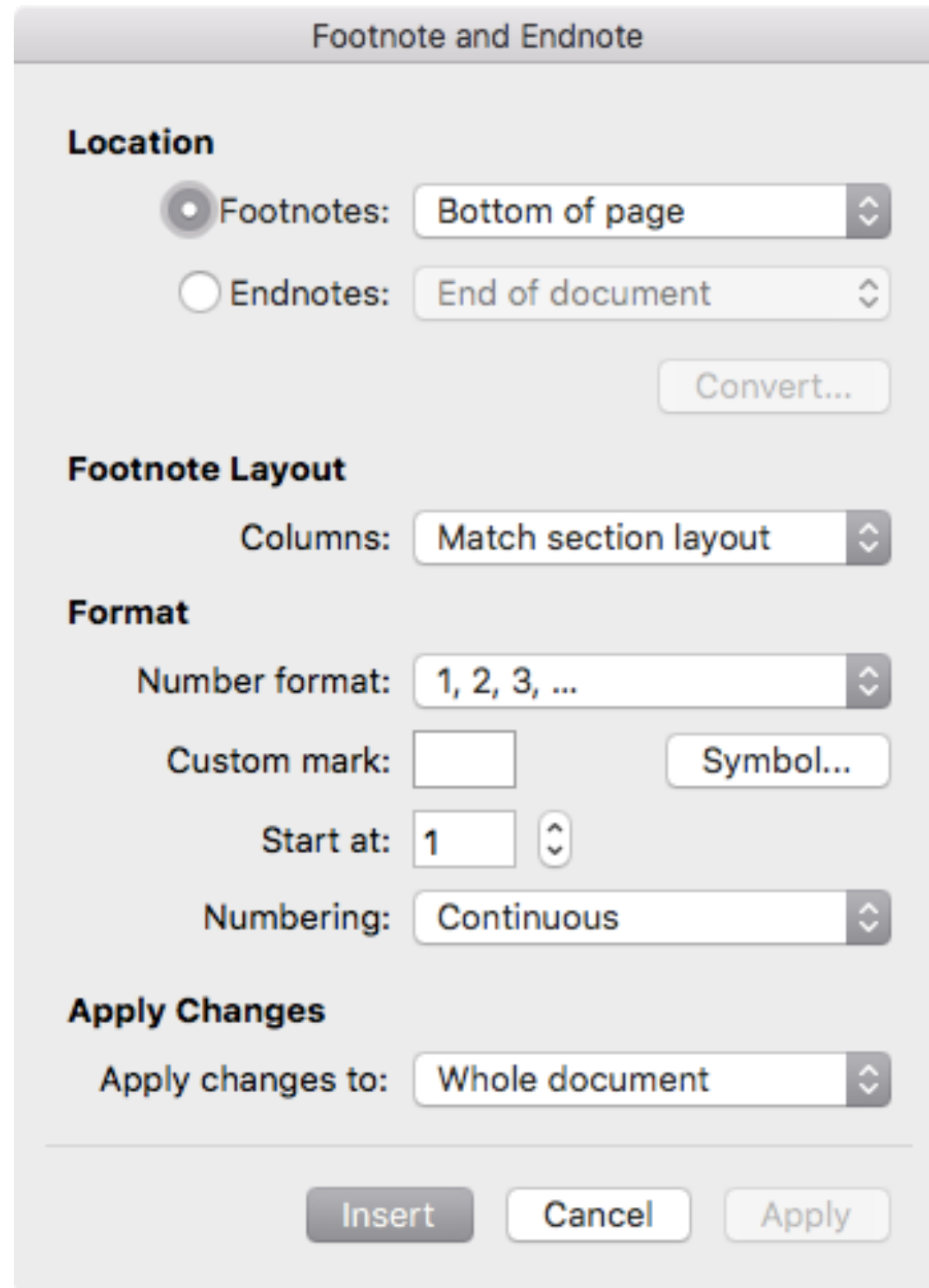


InDesign has a sophisticated set of configurations for the way the footnotes are displayed and how the references within the text are formatted.

Configuring footnotes in Adobe InDesign

Text Editors

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The screenshot shows the 'Footnote and Endnote' dialog box in Microsoft Word. It is divided into several sections: 'Location' with radio buttons for 'Footnotes' (selected) and 'Endnotes', each with a dropdown menu showing 'Bottom of page' and 'End of document' respectively, and a 'Convert...' button; 'Footnote Layout' with a 'Columns' dropdown set to 'Match section layout'; 'Format' with a 'Number format' dropdown set to '1, 2, 3, ...', a 'Custom mark' field, a 'Symbol...' button, a 'Start at' spinner set to '1', and a 'Numbering' dropdown set to 'Continuous'; and 'Apply Changes' with an 'Apply changes to' dropdown set to 'Whole document'. At the bottom are 'Insert', 'Cancel', and 'Apply' buttons.

The settings dialogue for Microsoft Word

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