



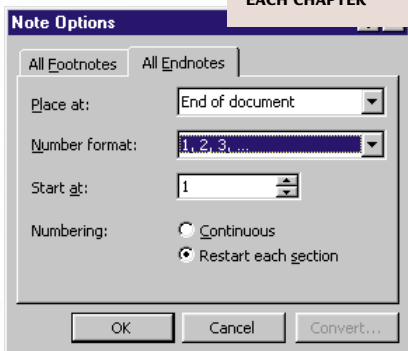
# Academic interest

**Referencing is an essential part of putting together an academic document. Tim Nott guides you through footnotes and endnotes in Word and shows how to use them effectively.**

**T**his month's batch of email brought a number of queries about Word footnotes from reader Paul McCabe who is about to begin writing a thesis. Since there were enough queries to fill the entire *Q & A* section on its own, I thought perhaps a brief tutorial might be in order. First, you can create footnotes and endnotes from the Insert, Footnote... command. Footnotes go at the bottom of the page, and endnotes at the end of the document or section, and a superscripted (raised) character marks the text that refers to them. Like this<sup>1</sup>.

**Footnotes are** fairly straightforward and usually used for explanatory or commentary text. As soon as you create a footnote, you'll see it at the bottom of the page when in Page Layout view. Usually, if you're writing an academic paper, you're going to be using endnotes to refer to items in a list of references

▼ **FIG 1 ENDNOTE OPTIONS: THIS GETS THEM ALL IN ONE PLACE BUT WITH A NUMBER RESTART FOR EACH CHAPTER**



◀ **FIG 2 USING SYMBOLS INSTEAD OF NUMBERS FOR FOOTNOTES**

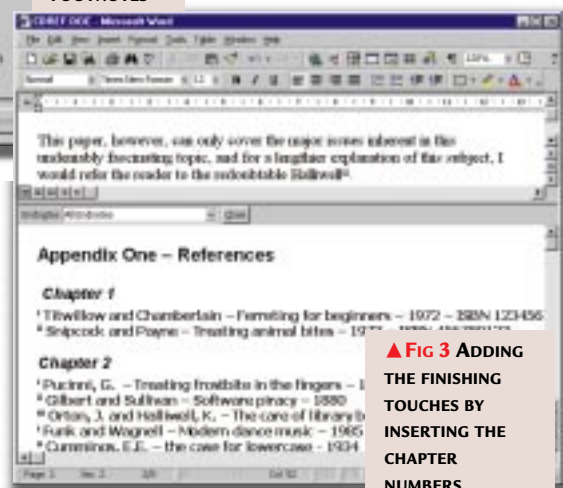
(e.g. "Snipcock, J. — A History of Ferretting — 1973 — ISBN 123456789"). But there is no reason why you cannot use both, provided you use a different numbering system for each. There are several numbering options [Fig1], including the use of symbols, so you can for example choose 1, 2, 3... for your endnotes, and \*, †, ‡... for footnotes [Fig2].

**Endnotes get rather** more complex. You can either opt to have these placed at the end of each section (typically a chapter) or at the end of the document. You are offered the further option of having them continuously numbered, or restarting for each section. If you were using a lot of references, you would want to use the latter approach so as to avoid having ludicrously high reference numbers in the text.

**What is not so apparent** is that you can mix these options to get the best of both worlds: in other words, have one set of endnotes in an appendix at the end of

the document that nevertheless restarts the numbering for each chapter. Then you can either go to the end of the document in page view, or open the endnote viewing panel from the View,

Footnotes... command in order to add the relevant headings for each chapter. [Fig3] shows this process partly completed.



▲ **FIG 3 ADDING THE FINISHING TOUCHES BY INSERTING THE CHAPTER NUMBERS MANUALLY**

**If you decide to** add an endnote in the middle of an already annotated chapter, it will adjust the numbering to suit. If you want to remove a footnote or endnote, the same applies, but you should tackle this from the text end by deleting the reference mark rather than trying to delete the note itself. You can use the Edit, Go to... command (or the browse buttons in Word 97) to jump through note references. The endnote panel, if open, will stay synchronised. In Word 97 you can also see a tooltip containing the note text if you hold the pointer over the note reference.

**If you want** the endnotes to start on a separate page, insert a page break between the end of the last chapter and the start of the notes. Finally, you do not have to accept the standard font formatting for footnotes or endnotes, nor do you have to format them individually. If you go to Format, Style... and choose "All Styles" from the list box you will see entries for footnote and endnote text, which can then be modified as per any other style.

## WORD TIP OF THE MONTH

**I**f you hold down Alt and Shift then press the up and down arrows, this will move the entire paragraph containing the cursor

upwards or downwards. The left and right arrows promote or demote the heading level of the paragraph.

## Questions & answers

**Q** We've been having a very strange problem with fonts in Word lately, which we don't seem to be able to resolve. Basically, the fonts have completely disappeared. When a document is opened, it defaults back to Roman 10cpi (or whatever font the document was in originally) and no other fonts are listed in the drop-down list. This first happened a couple of months ago, then seemed to correct itself and has now re-occurred. It has happened on more than one machine.

TOBY C. GROVES

**a** Although I've covered this in previous issues of both *Hands On Word Processing* and *Windows*, it's such a common problem that it deserves a regular airing. For Word to display TrueType fonts, the default or current printer must be capable of printing them. So, for example, if you never print from a laptop PC, preferring to transfer the files to a desktop, you probably won't have installed a printer driver on the former. The solution is to "Add new printer" from Control Panel — usually the make and model you use on the desktop. Even though it may not be physically connected, this will still let you see the TT fonts in Word. Note that you can install the "phantom" printer to "File" rather than a physical port. Note also that the "Generic Text" printer driver doesn't support TrueType.

**Q** I have a number of hyperlinks in a

document which open other documents, which in turn are password-protected against editing (specimen forms, for example). Sometimes, the operation of opening the target from the hyperlink bypasses the password dialog box and the supposedly protected file is opened in editable format.

PHIL BRADSHAW

**a** This sounds like the famous Word 97 to Word 6/7 converter bug in action. Office 97 comes with a filter to enable Word 6 or 7 users to open files created in Word 97. However, the latter uses a different form of encryption. The upshot of all this is that if you save a Word 97 file password-protected against editing, then open it in Word 6 or 7, using this filter, the protection doesn't work. The user can edit and save the file as if it had never been protected, and when re-opened in 97 the protection will have vanished. On the other hand, if the file has been password-protected for opening, rather

**This sounds like the famous Word 97 to Word 6/7 converter bug in action**

than modifying, the filter will be unable to open the document at all. Similarly, saving in Word 6/7 format from Word 97 also loses password protection.

**Q** I have got a long document which freezes Word when loading. It gets as far as page 47 in the status bar but then it locks

up solid, and I can only close Word from Ctrl + Alt + Delete.

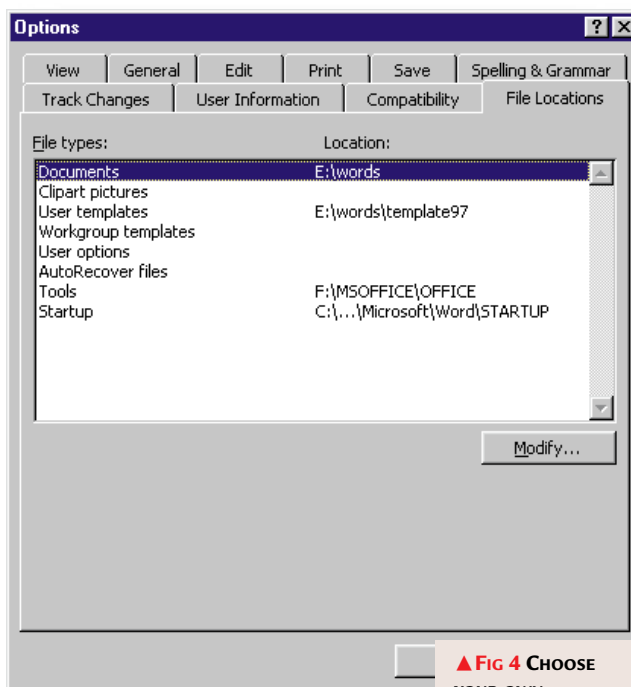
JENNY PICKFORD

**a** It sounds as if the document is corrupt. First, check to see if a backup (.WBK) file with a similar name exists, as that one may be uncorrupted. As a final resort, use the File Open "Recover text from any file"

file-type option. You'll have to reformat the document, but you should get the text back.

**Q** I have a strange Word problem. If I use the "Sectionpages" field in a footer, to show the total number of pages, it all works fine in page view and print preview: I get Page 1 of 10, Page 2 of 10, etc. But when I print this, it comes out as Page 1 of 1, Page 2 of 2, etc. This happens with various PC and printer combinations.

MARTIN DE LOUGHERY, BAHRAIN



**▲ Fig 4 CHOOSE YOUR OWN DOCUMENT DEFAULT FOLDER**

**a** This is an old-established Word bug, dating back to version 6 and there are several workarounds. One is to turn off background printing, and another is not to use "Sectionpages" in a header or footer; use the "Pageref" field instead.

**Q** Can I specify the folder that Word "goes to" when I first open or save a file? It is annoying having to climb up and down the directory tree to get to my own document folder.

JAMES JEFFRIES

**a** Yes — it is easily done. Go to Tools, Options, File locations, select "Documents", then press the Modify button and choose your desired folder [Fig 4].

### PCW CONTACTS

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