

A guide to creating footnotes in Word quickly and easily.

Footnotes in Word help create annotations at the bottom of a document, making it easier for readers to understand the content. This feature is especially useful when writing research papers, theses, or professional documents.

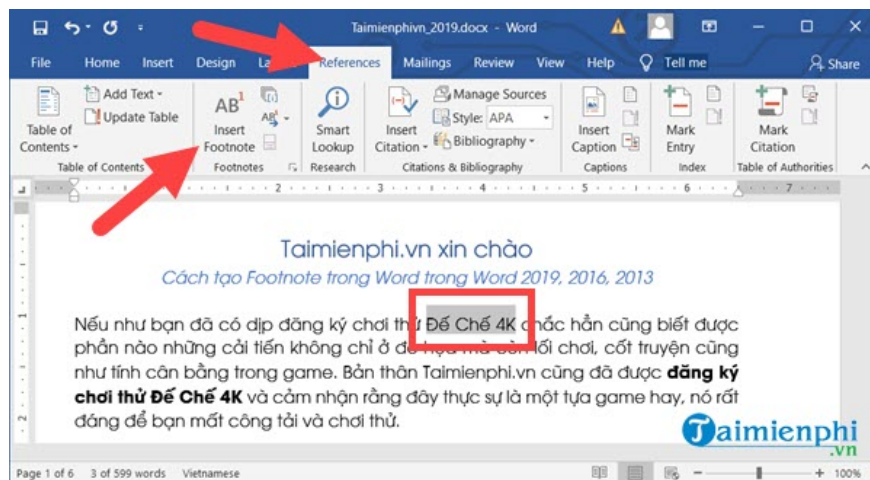
The footnote function in Word helps create notes at the end of a page, supporting explanations of terminology or source citations. You can easily add, edit, or delete footnotes following the detailed instructions below.

Table of Contents:

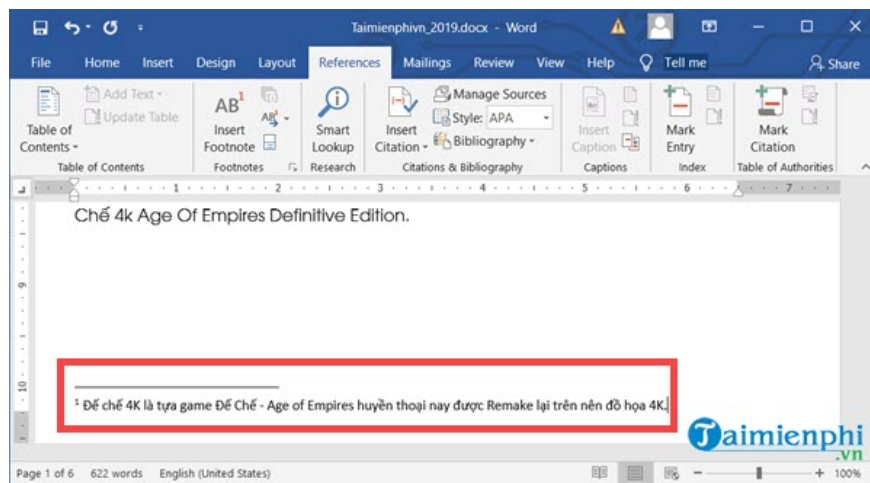
1. In Word 2019, 2016, 2013
2. In Word 2010, 2007
3. How to create footnotes in a document

1. Creating Footnotes in Word 2019, 2016, and 2013

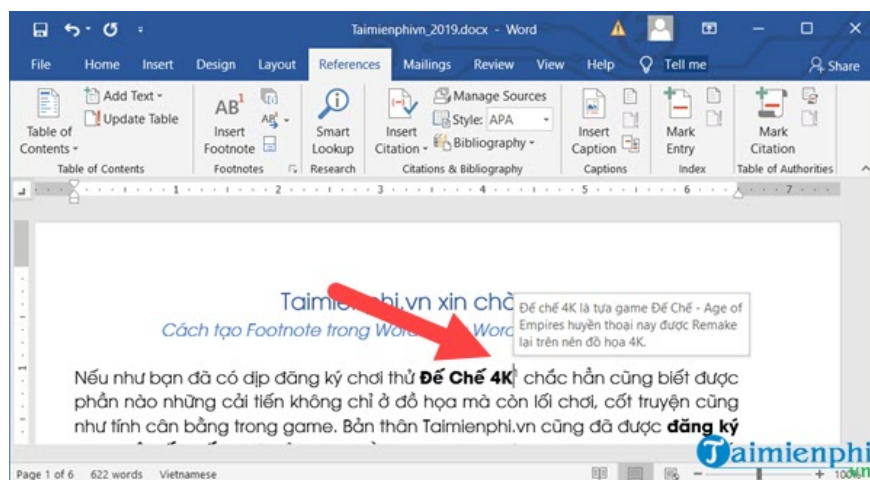
Step 1: Highlight the word or phrase you want to create a footnote for, then go to **References** > select **Insert Footnote** .



Step 2: Word will immediately take you to the bottom of the document (of that page), where you can write a footnote explaining the word you just created.

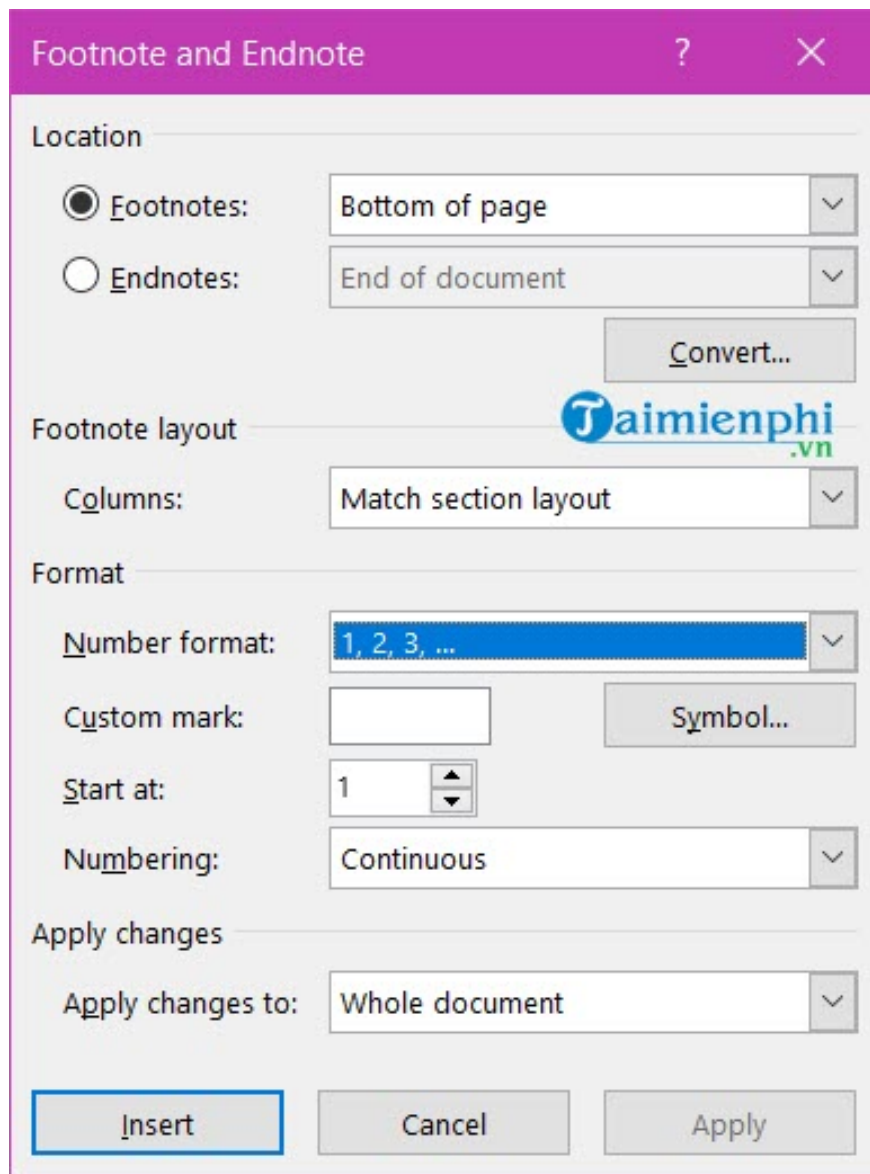


Step 3: Finally, go back to the word or phrase you just highlighted; you will see a small superscript above it. Hovering your mouse over it will display the explanation.



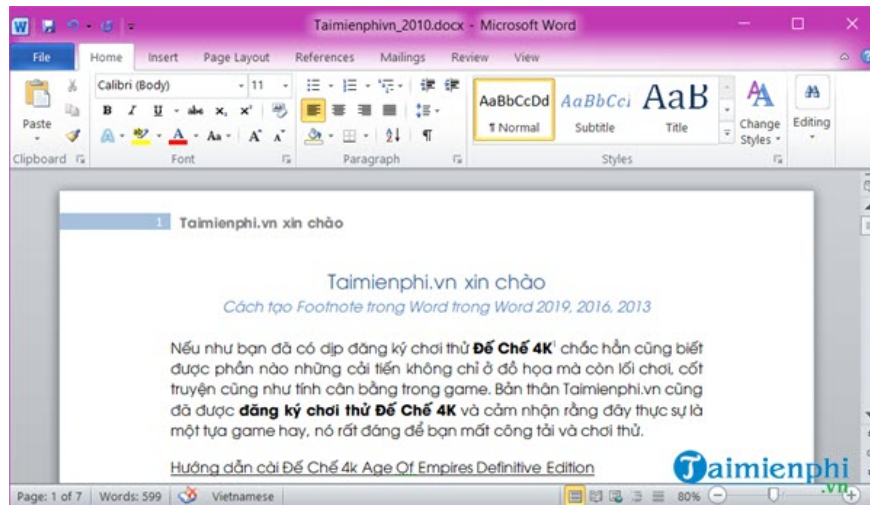
Additionally, you can further customize your footnote in the Footnote Settings with features such as:

- * **Location** : The footnote's placement (at the end of each page or the end of the document).
- * **Footnote Layout** : The footnote's display position within the document.
- * **Format** : Footnote formatting including display style (numbering 1, 2, 3 / I, II, III / a, b, c). Whether to start from the beginning (from 1) or continue from the previous page.
- * **Apply changes** : Changes to the entire document or a specific section.

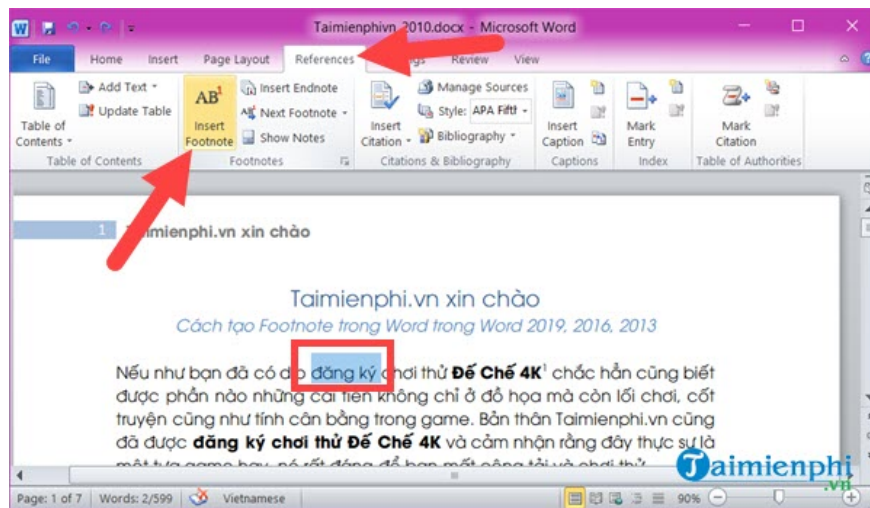


2. Creating Footnotes in Word 2010, 2007

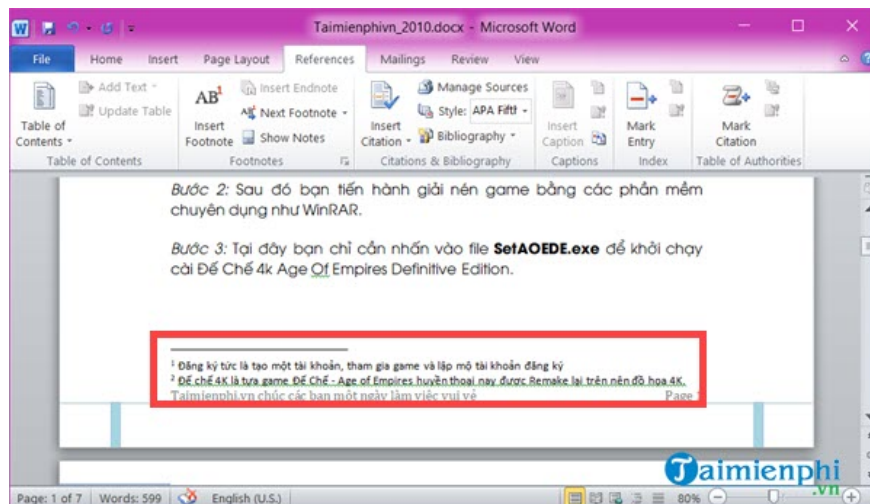
Step 1: Similar to the example we mentioned above, we have a piece of text here.



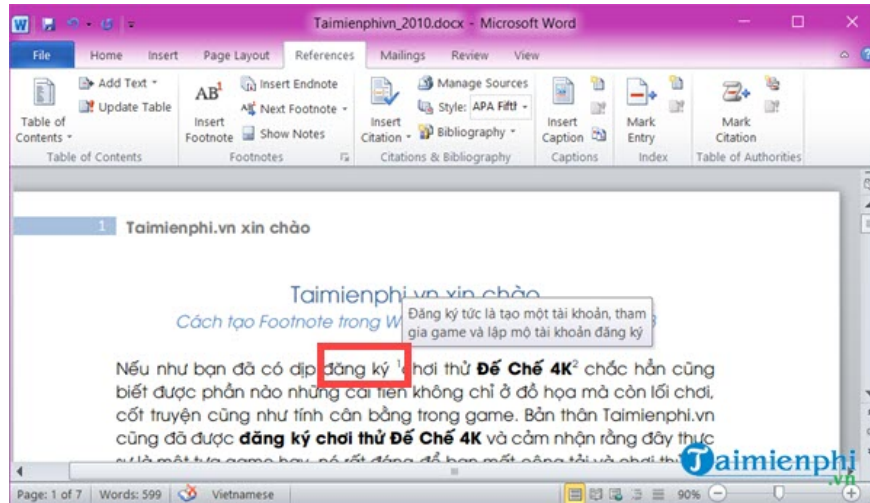
Step 2: On the text interface, highlight a word, for example, "register" > then select "References" > select **"Insert Footnote"** to insert a footnote in Word 2010, 2007.



Step 3: The system will automatically scroll you to the bottom of the text; here, the user only needs to enter the footnote.



Step 4: Now scroll back up to the section you just highlighted. Here you will see the word "register" with a circumflex accent above it. Point to it and you will see the footnote we just entered below.



3. How to create footnotes in a document

Step 1 : In the Word document where you want to create a footnote, place the cursor at the location where you want to add the footnote.

ASP.NET Forms Authentication Overview

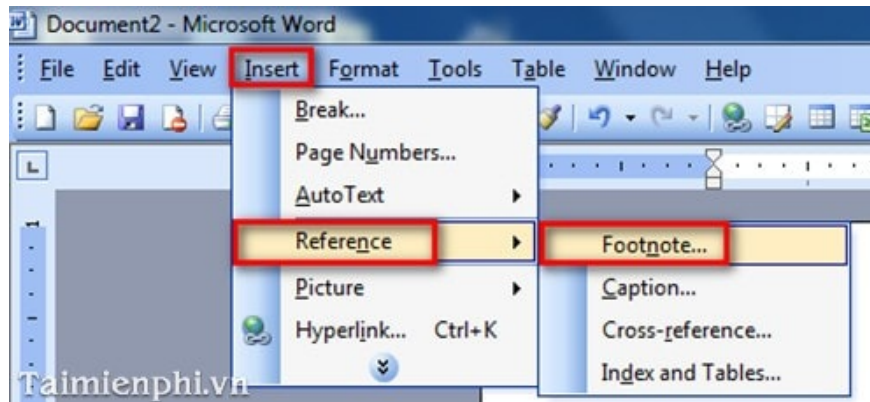
Forms authentication lets you authenticate users by using your own code and then maintain an authentication token in a cookie or in the page **URL**. Forms authentication participates in the ASP.NET page life cycle through the `FormsAuthenticationModule` class. You can access forms authentication information and capabilities through the `FormsAuthentication` class.

To use forms authentication, you create a login page that collects credentials from the user and that includes code to authenticate the credentials. Typically you configure the application to redirect requests to the login page when users try to access a protected resource, such as a page that requires authentication. If the user's credentials are valid, you can call methods of the `FormsAuthentication` class to redirect the request back to the originally requested resource with an appropriate authentication ticket (cookie). If you do not want the redirection, you can just get the forms authentication cookie or set it. On subsequent requests, the user's browser passes the authentication cookie with the request, which then bypasses the login page.

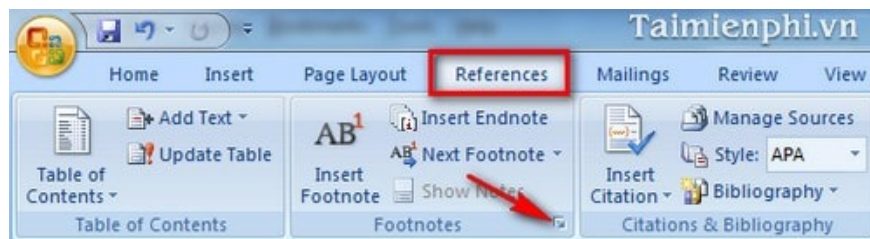
You configure forms authentication by using the `authentication` configuration element. In the simplest case, you have a login page. In the configuration file, you specify a URL to redirect unauthenticated requests to the login page. You then define valid credentials.

Step 2 :

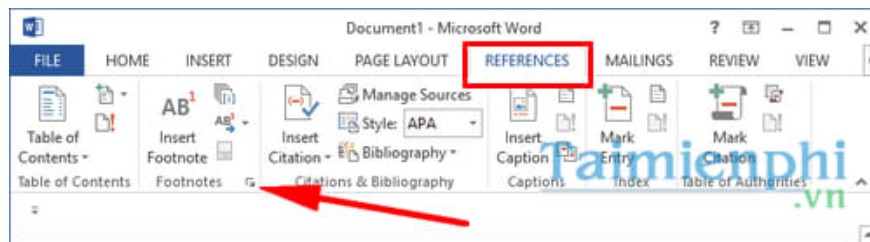
+ *Word 2003 :* Select **Insert -> Reference -> Footnote**



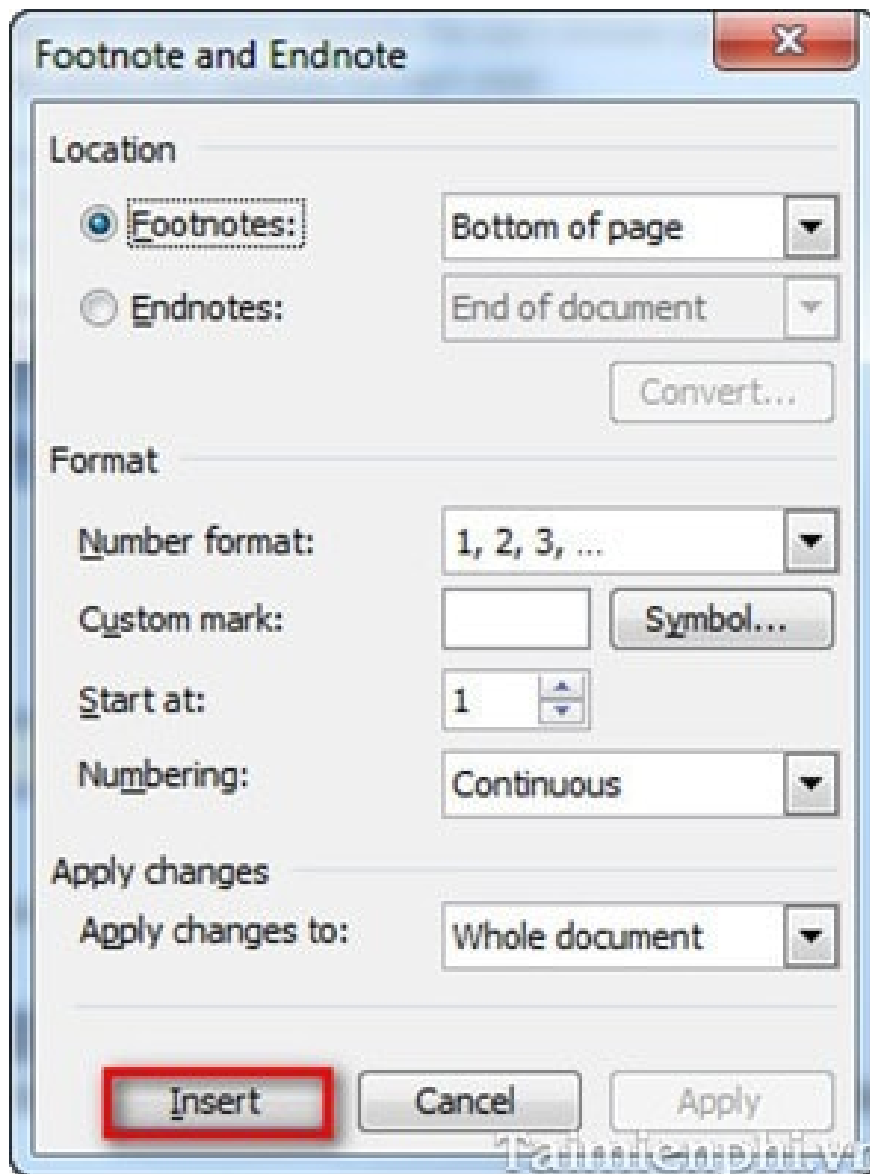
+ **Word 2007** : Select the **References** tab --> click the arrow in the upper right corner --> A dialog box will appear.



+ **Word 2010, 2013, and 2016**: Select **the References** tab --> click the arrow icon as shown below.



Step 3 : A dialog box will appear; set the optional parameters and click **Insert** to complete the process.



In there:

- In the **Location** tab :

+ **Bottom of Pages:** To appear at the bottom of the page.

- In the **Format** tab:

+ **Number format:** Choose the annotation style as 1, 2, 3. or a, b, c. (you can customize it)

+ **Customer mask:** Leave this blank if you want the annotation to be a number, or select **Symbol** to choose a character annotation.

+ **Start at:** Choose the starting number for the annotation .

+ **Numbering:** Includes **Continuous** (annotation continues from beginning to end), **Restart at each page** (annotation starts again on each new page), **Restart at each selection** (annotation continues from the beginning to the end of the selected text and starts again when you select a different section of text).

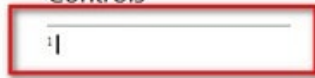
Step 4 : The cursor will automatically jump to the bottom of the page.

You configure forms authentication by using the [authentication](#) configuration element. In the simplest case, you have a login page. In the configuration file, you specify a URL to redirect unauthenticated requests to the login page. You then define valid credentials, either in the Web.config file or in a separate file. The following example shows a section from a configuration file that specifies a login page and authentication credentials for the [Authenticate](#) method. The passwords have been encrypted by using the [HashPasswordForStoringInConfigFile](#) method.

```
<authentication mode="Forms">
  <forms name="SavingsPlan" loginUrl="/Login.aspx">
    <credentials passwordFormat="SHA1">
      <user name="Kim"
        password="07B7F3EE06F278DB966BE960E7CBB103DF30CA6"/>
      <user name="John"
        password="BA56E5E0366D003E98EA1C7F04ABF8FCB3753889"/>
    </credentials>
  </forms>
</authentication>
```

After successful authentication, the [FormsAuthenticationModule](#) module sets the value of the [User](#) property to a reference to the authenticated user. The following code example shows how to programmatically read the identity of the forms-authenticated user.

Forms Authentication, ASP.NET Membership, and Login Controls



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Step 5 : Write your annotation settings. The result will look like the image below.

ASP.NET Forms Authentication Overview

Forms authentication lets you authenticate a user and then maintain an authentication token in a cookie or in the page URL¹. Forms authentication participates in the ASP.NET page life cycle through the [FormsAuthenticationModule](#) class. You can access forms authentication information and capabilities through the [FormsAuthentication](#) class.

To use forms authentication, you create a login page that collects credentials from the user and that includes code to authenticate the credentials. Typically you configure the application to redirect requests to the login page when users try to access a protected resource, such as a page. For example, you can log in users from an application that was not developed with the .NET Framework. For more information, see [Windows Communication Foundation Authentication Service Overview](#).



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Creating footnotes in Word 2010 and 2013 is similar to creating footnotes in Word 2007.

When using Word, creating footnotes helps to clarify the content of the text, making it easier for readers to grasp the information. You can customize the footnote formatting such as bolding, italics, or adding special characters, making the text more professional and easier to understand.

You finished reading the article "**A guide to creating footnotes in Word quickly and easily.**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
