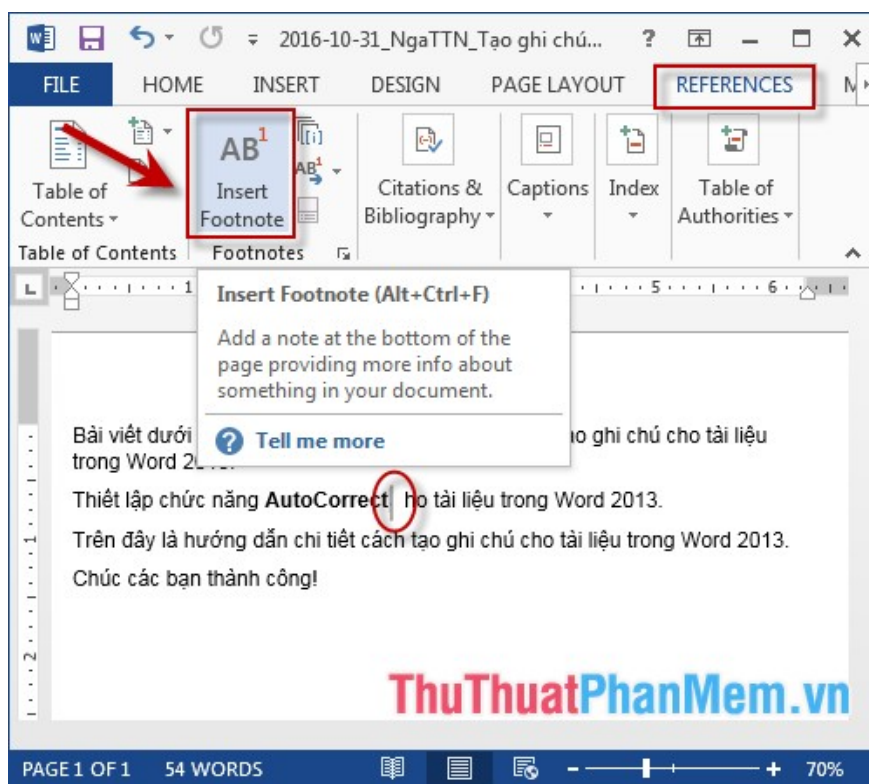


Create notes for documents in Word

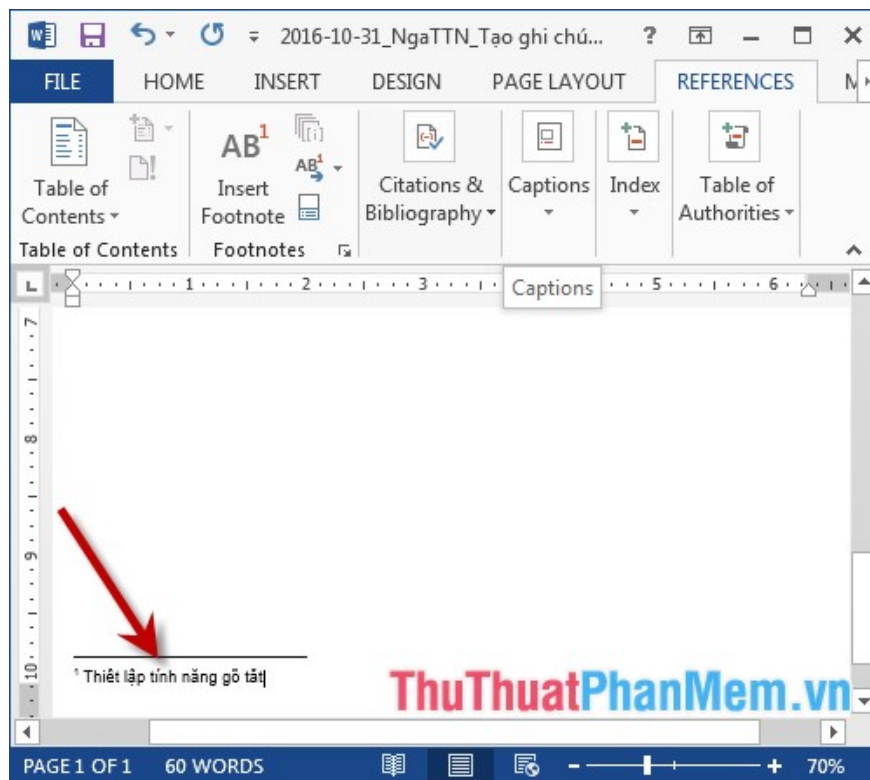
How to create notes for a document in Word. Step 1: Place the cursor at the end of the phrase you want to replace - select the References tab - Insert Footnote: Step 2: The text of the note displays the bottom of the text of the phrase - enter the content for the note.

The following article introduces you in detail how to create notes for documents in Word.

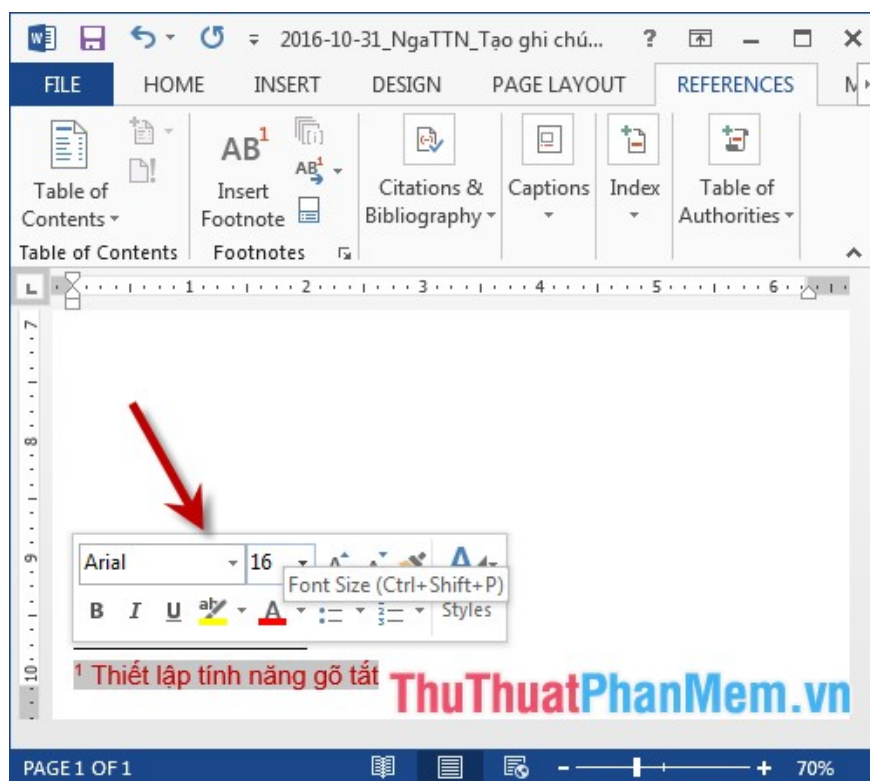
Step 1: Put the cursor at the end of the phrase you want to replace -> select the **References** tab -> **Insert Footnote:**



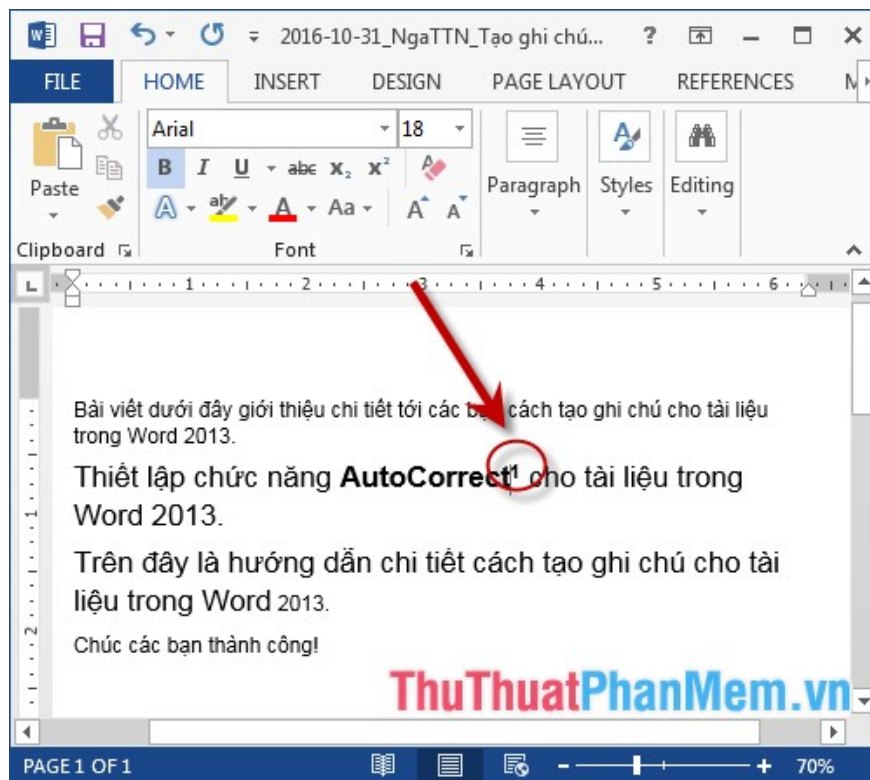
Step 2: The text of the note is displayed at the bottom of the text page containing the phrase -> enter the content of the note:



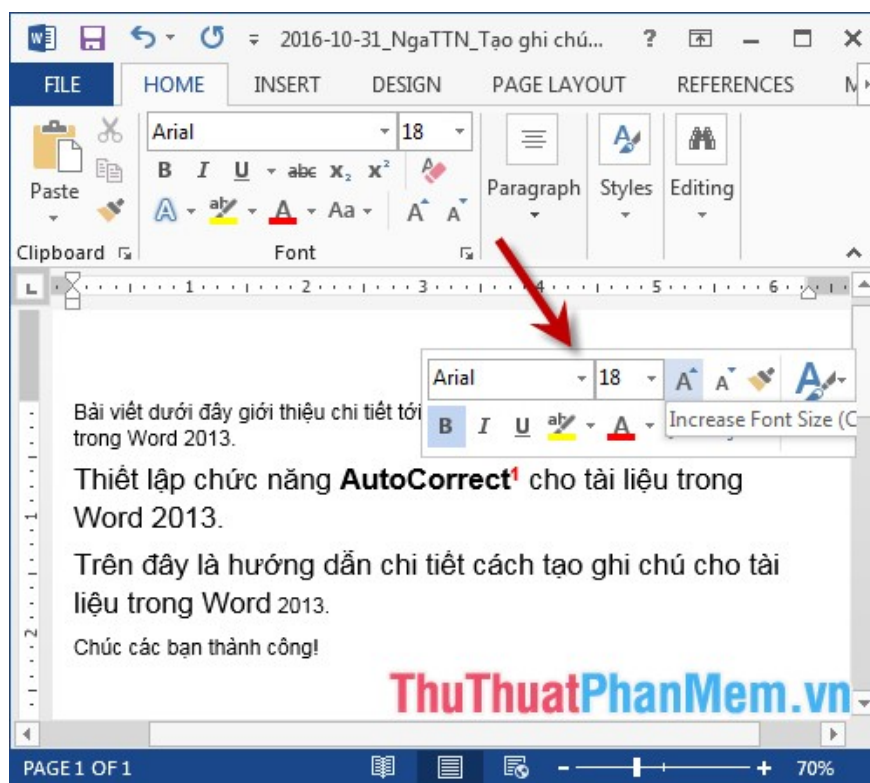
Step 3: Edit the content of the note by selecting the note content -> the options on the quick toolbar or can access the options on the **Home** tab :



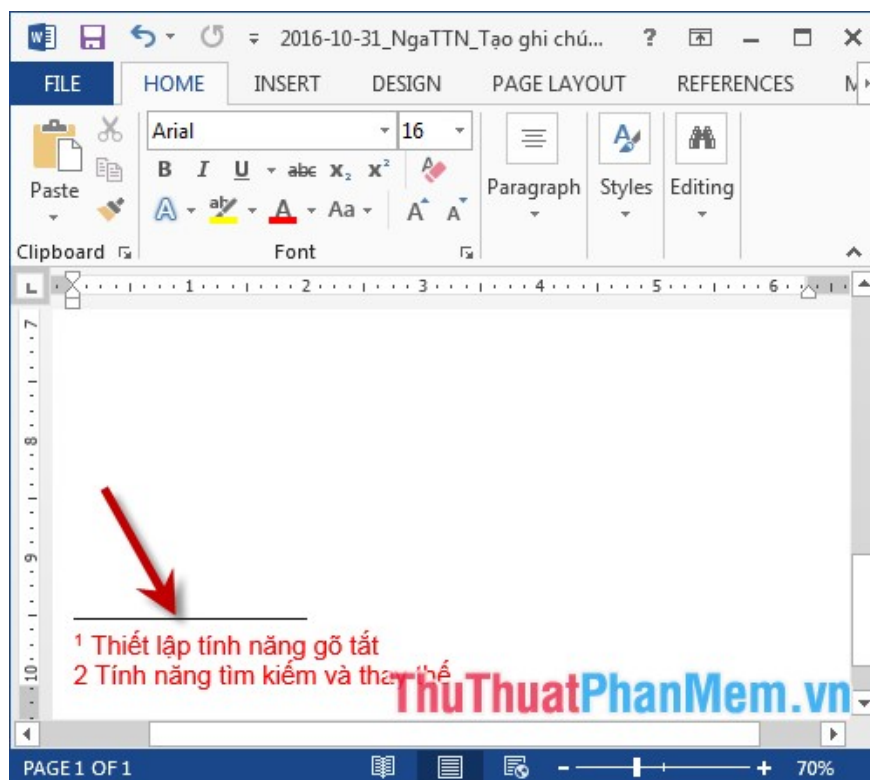
Step 4: The result at the end of the phrase displays the ordinal number corresponding to the content of the note:



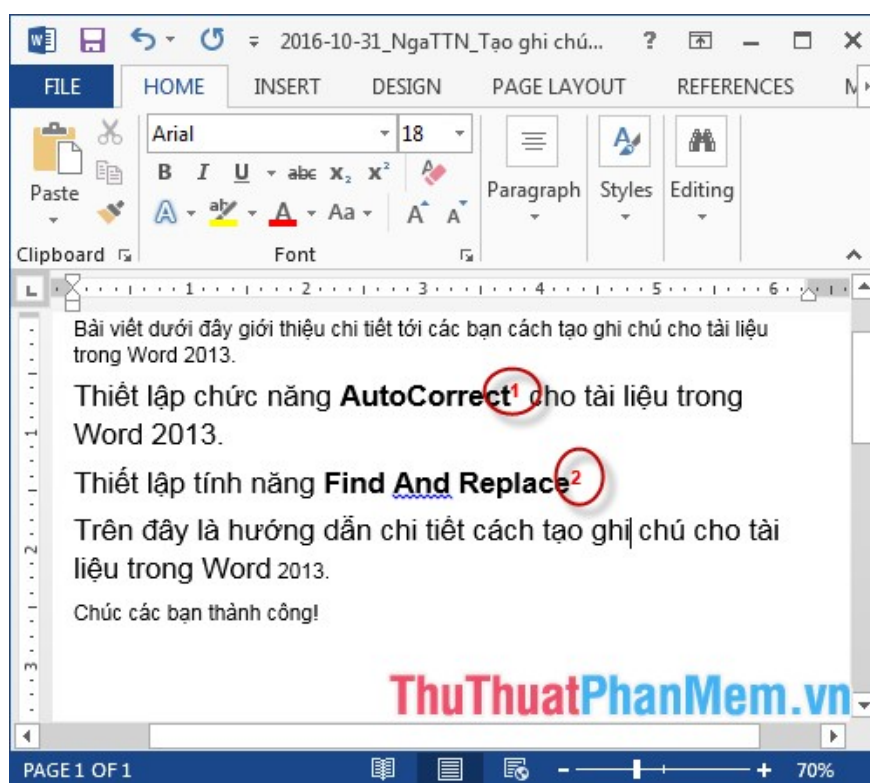
Step 5: Change the font style for note numbers similar to the content of notes:



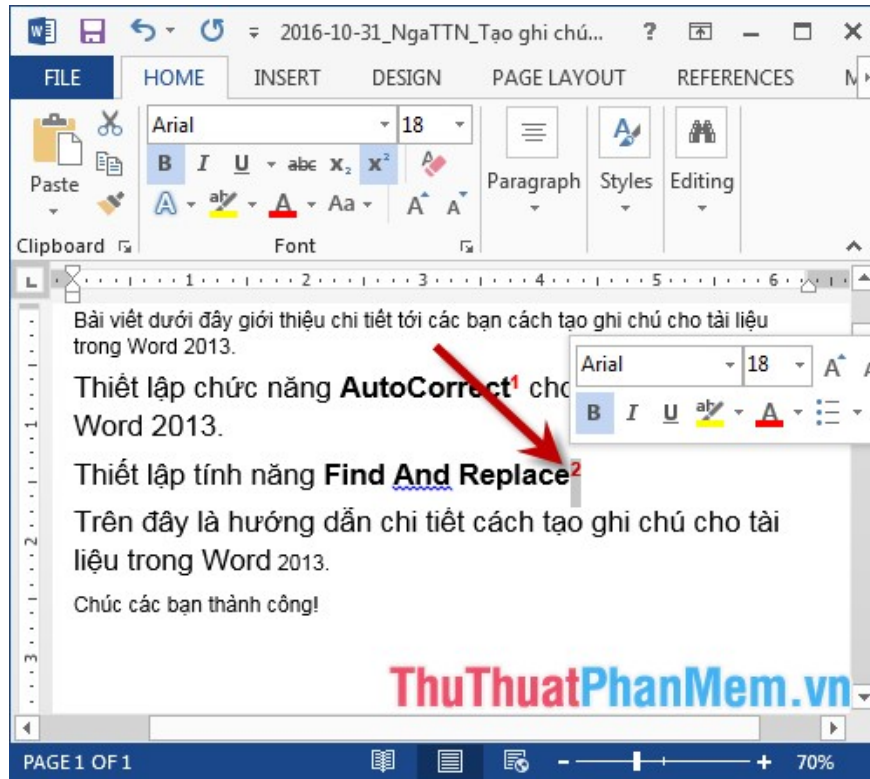
- The content of the note is numbered in turn in order of creating notes:



- The ordinal number appears in the order of creating notes:



- In case you want to remove the note, you only need to highlight the note number (after the word to create a note) -> press **Delete** on the keyboard -> all the content of the note and the sequence number are removed, After deleting the automatic sequence numbers are updated again:



The above is a detailed guide on how to create notes for documents in Word.

Good luck!

You finished reading the article "**Create notes for documents in Word**" 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.