



**University Mohamed Kheider, Biskra**

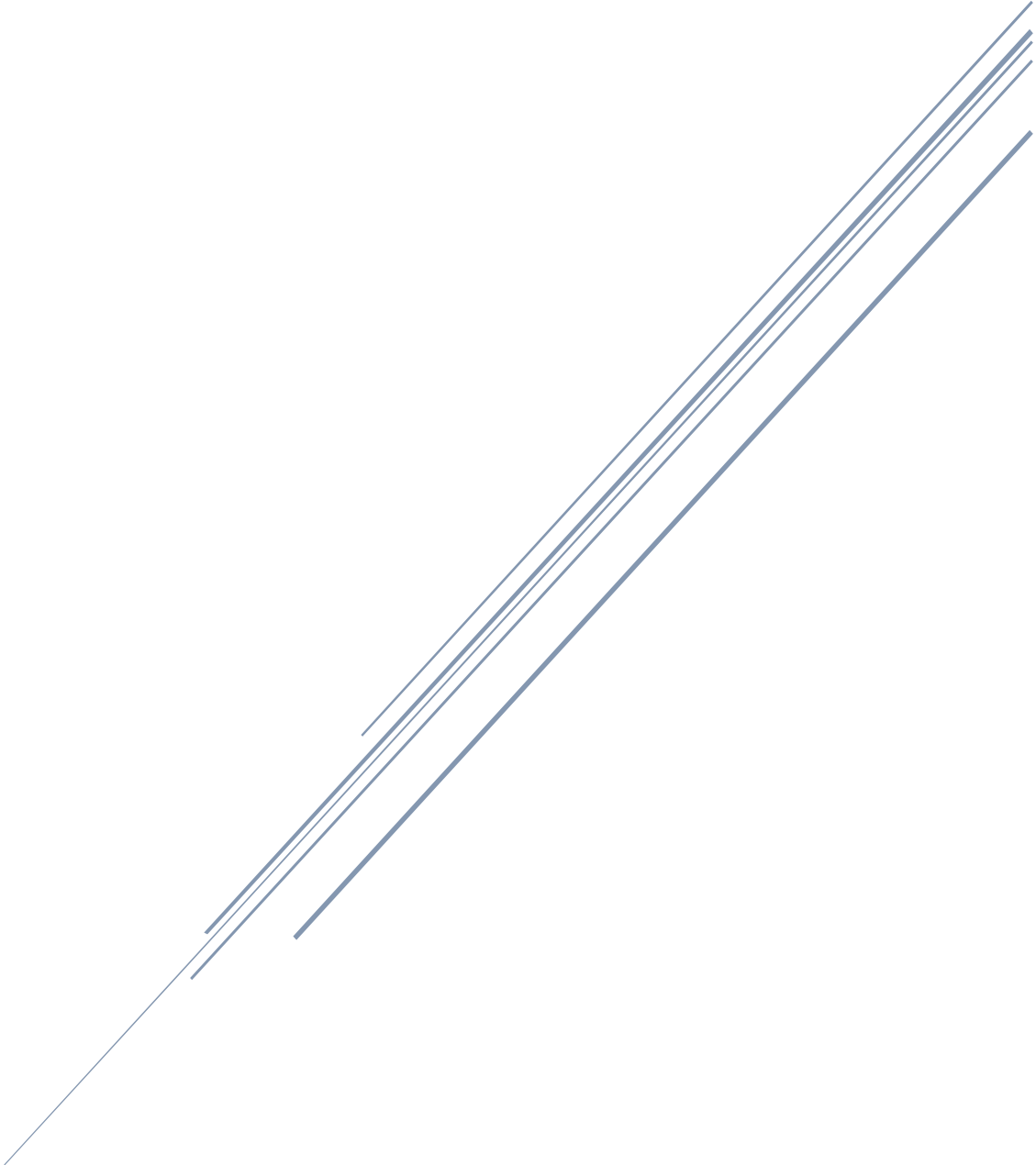
**Faculty of Letters and Languages**

**Department of English**

**Class Master 2**

**Semester 1**

**2021/2022**



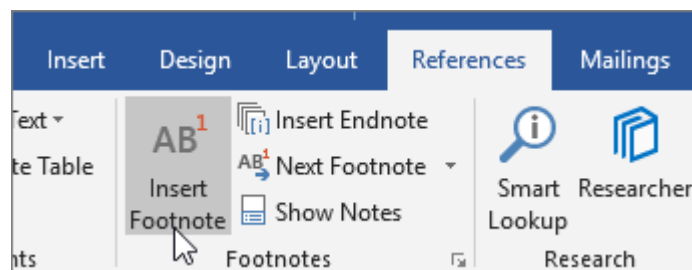
Lecturer: Mrs CHAMI

## 1 FOOTNOTES

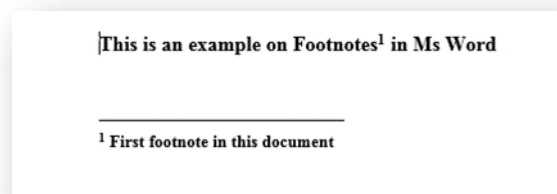
A footnote is a note placed in the bottom margin of the page. It is used for citing, referring to references, commenting / commenting on a specific part of the text, etc.

### 1.1 ADDING A FOOTNOTE

The method for adding a footnote is simple and takes only two steps. We put the cursor after the word that we want to add a comment / note to, then we go to the **References** tab → **Group Footnotes** → **Insert Footnote**



If this is the first footnote we add, a small number 1 will be placed above the word, a short horizontal line will be inserted and the footnote area will be activated, then we can enter the desired text.

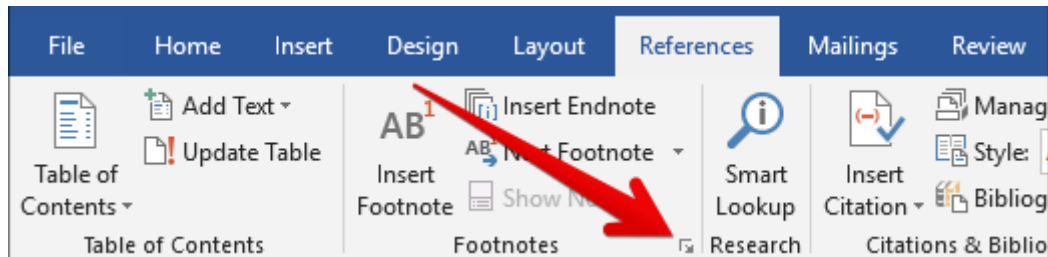


We can read the footnote content by simply hovering the cursor over the sentence's reference marker



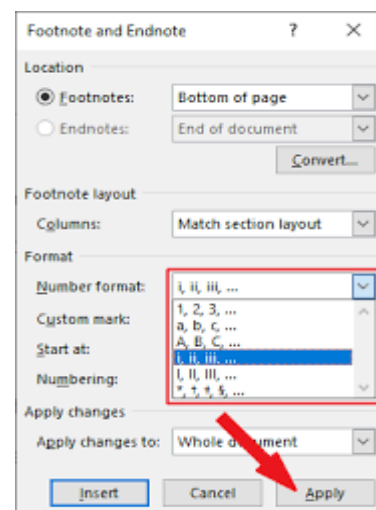
## 1.2 CUSTOMIZE THE FORMAT OF FOOTNOTES

Word has basic default settings for footnotes, but it is possible to adjust these settings at any time from the menu on the **References** tab. Click the arrow in the lower right corner of the **Footnotes** group.

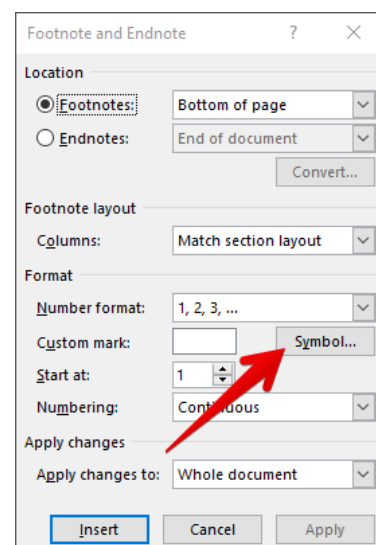


This brings up a Footnote and Endnote window where we can customize the location, appearance, and format of all footnotes in our document.

It is possible to change the numbering system of Footnotes in the document. In the **Format** section, we click the dropdown arrow to the right of the **Number Format** option then we select the desired number format and finally we click on the Apply button

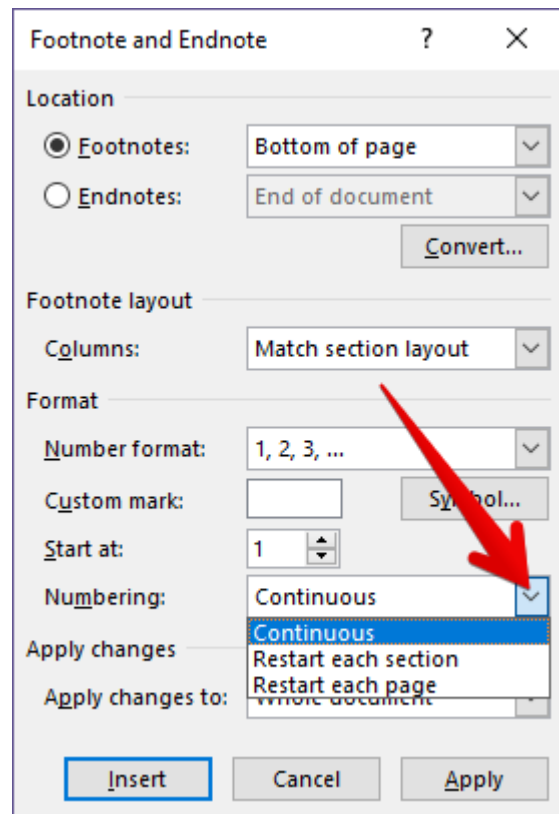


We can also label our footnotes with a custom symbol instead of a standard numbering system. Next to the Custom Mark option, we click the **Symbol** button. The Symbol window will open. We select the symbol that we like to use to label our footnotes, and then we click the **OK** button.



If we want our footnotes to start from other number than one (1), we click the arrows in the **Start At** dropdown box to increase or decrease the beginning value.

To change the continuity of the numbering series, click the dropdown menu arrow next to the **Numbering** option. Three options for numbering the footnotes will appear: Continuous, Restart Each Section, and Restart Each Page. If you want our footnotes to be numbered continuously from the beginning of the document to the end, we should select the **Continuous** option. If we prefer to have the footnotes numbered by chapter or section, we select the **Restart Each Section** option. Or we select **Restart Each Page** to number the footnotes by page.

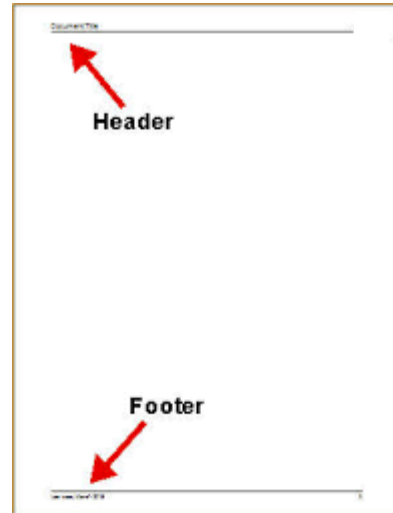


If we want the changes to be applied to every page and section of the document, we must select the **Whole Document** option. Or **This Section** to apply changes only to the current section of the document. (Note that this option will not appear if there is no section breaks in the document.) Then we click the **Apply** button in the bottom right of the menu.

## 2 INSERT HEADERS AND FOOTERS

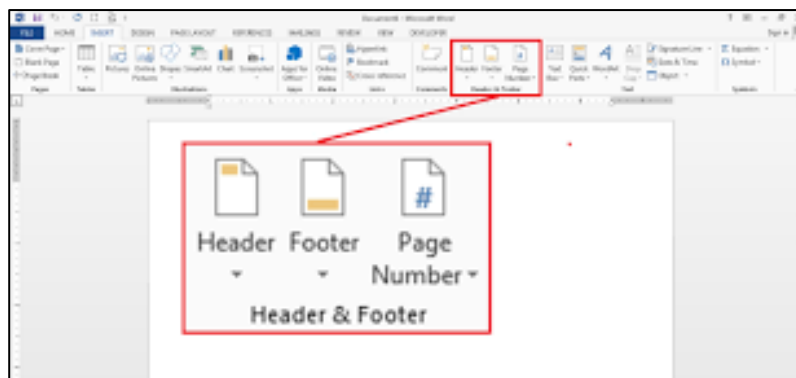
Headers and footers are the top and bottom areas of the margins for every page in the document.

We can insert text or graphics in headers and footers. For example, we can add page numbers, time and date, company logo, document title, file name, or author name.



We can insert pre-designed headers and footers into the document and easily change their designs. By following these steps:

1. In the **Insert** tab → Group **Header & Footer** → click **Header** or **Footer**
2. We choose the header or footer design we want.



A header or footer is inserted on every page of the document. When necessary, we can change the format of the text in the header or footer by selecting the text and using the formatting options located within the mini toolbar.