

Footnotes for Word Online

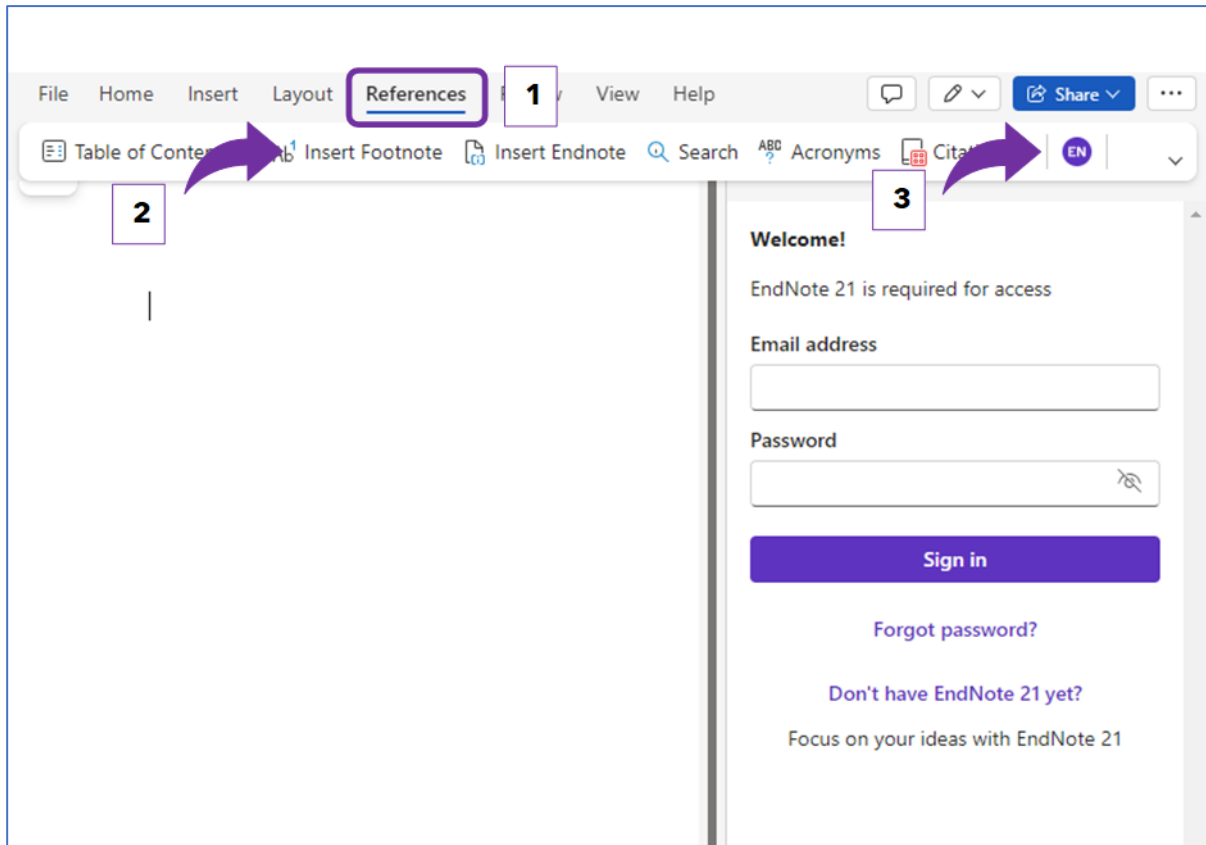
Sep 4, 2024

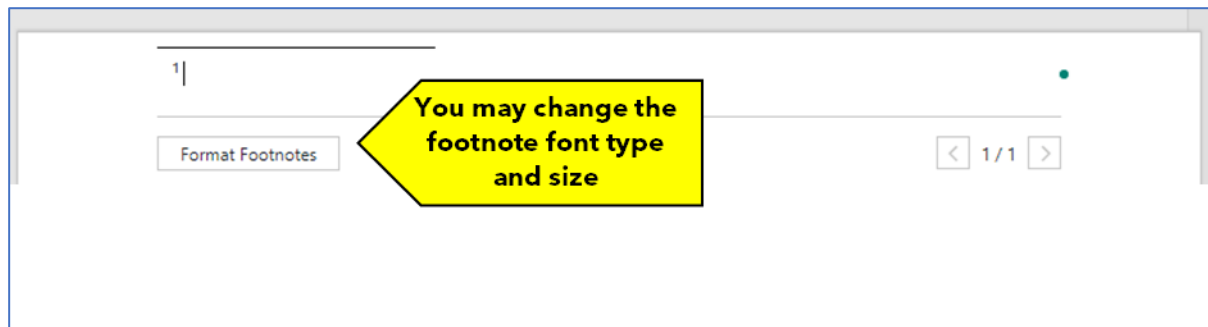
EndNote 21 users could now enjoy the plugin in Word Online plugin upon [activation](#)

Ensure the Cite While You Write plugin has been added to Word Online. Refer [here](#) for more information.

To insert footnotes into Word Online, follow the steps below:

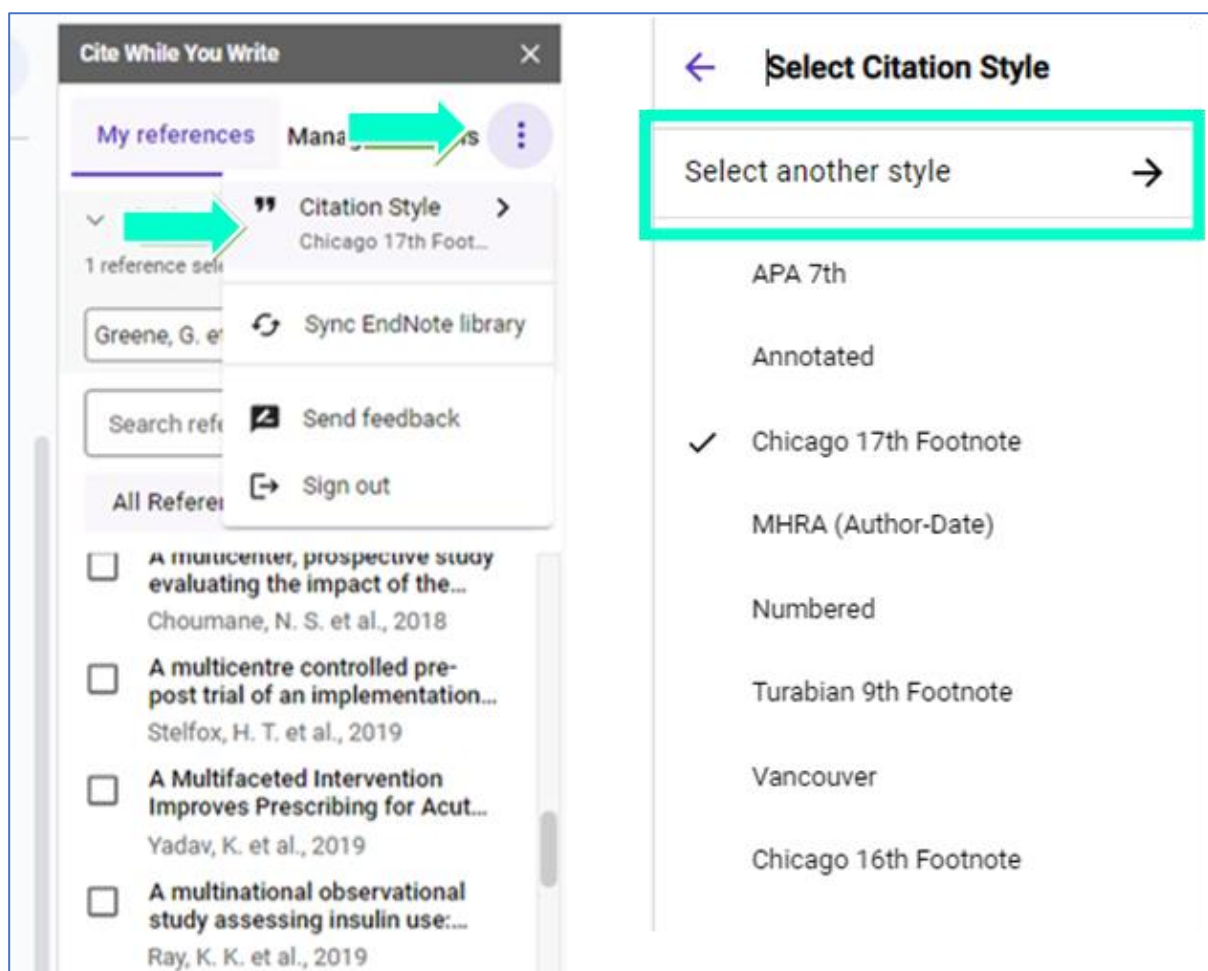
1. Open Word Online
2. Click on "References" > "Insert Footnote" OR press on [CTRL+ALT+F] for Windows/ [OPTIONS+COMMAND+F] for macOS.
3. Now click on "EndNote"
4. Select the reference and click on "Insert Citation"
5. Click on "Update Citation" to format it.





To change to Footnote style:

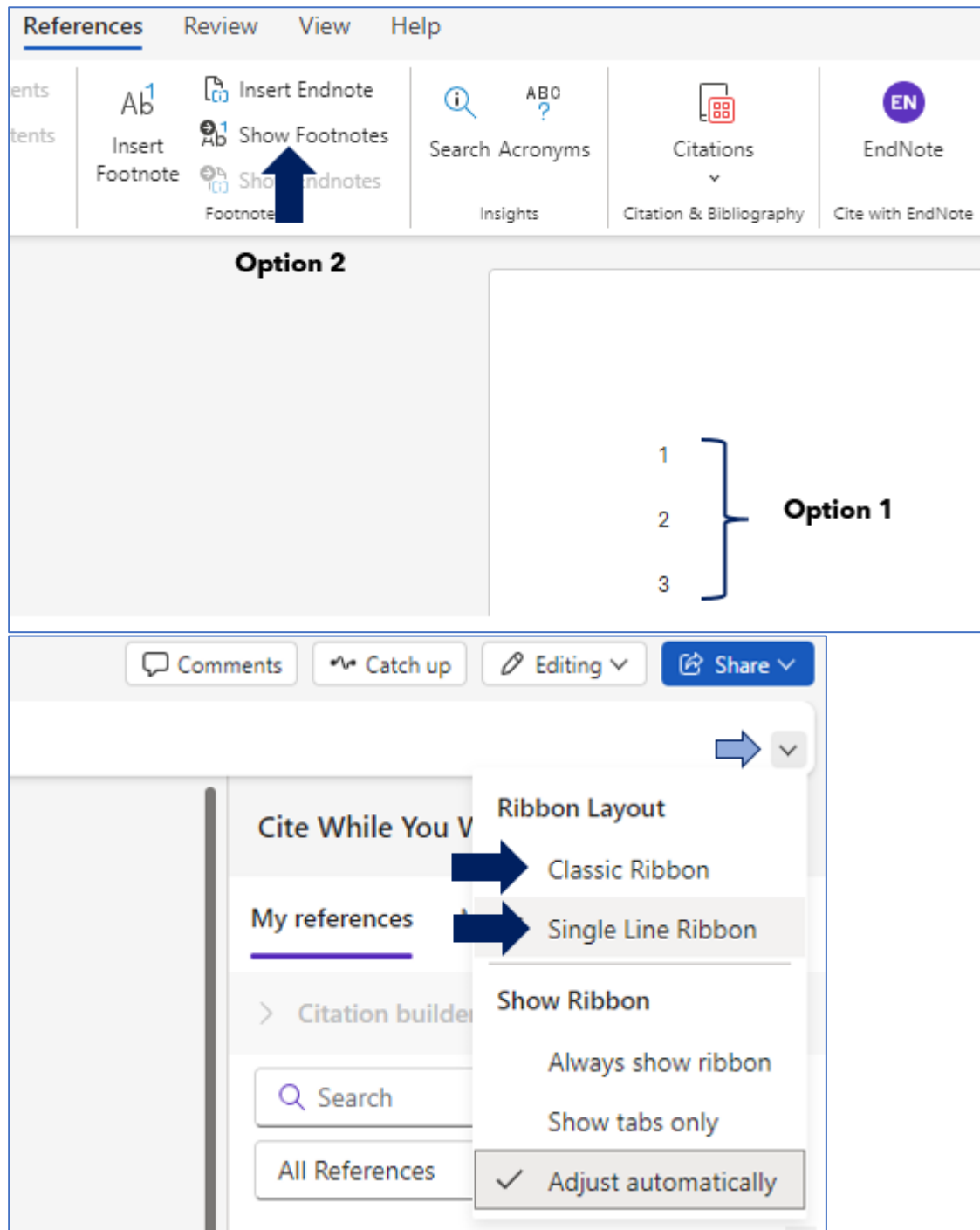
1. Click on the : icon right beside “Manage citations”
2. Select “Citation Style”
3. Choose “Select Another Style” if not footnote style is showing



Note: By default, the footnote citation at the end of the page is auto-hidden.

Ways to view the Footnotes description:

1. Click on the corresponding number from the in-text citation (In the default Single Line Ribbon) OR
2. Directly click on the Show Footnotes (To see Show Footnotes, you have to set Classic Ribbon)



Footnotes for Google Docs

- Aug 15, 2024

Insert Footnotes in Google Docs

With EndNote 21, users will be able to enjoy the EndNote Cite While You Write plugin on Google Docs upon [activation](#).

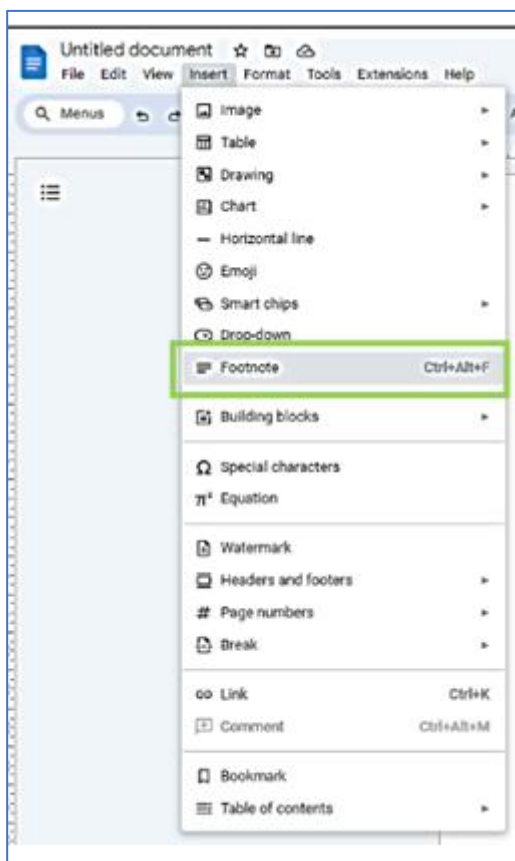
Please ensure you have the [Cite While You Write plugin](#) added to Google Docs.

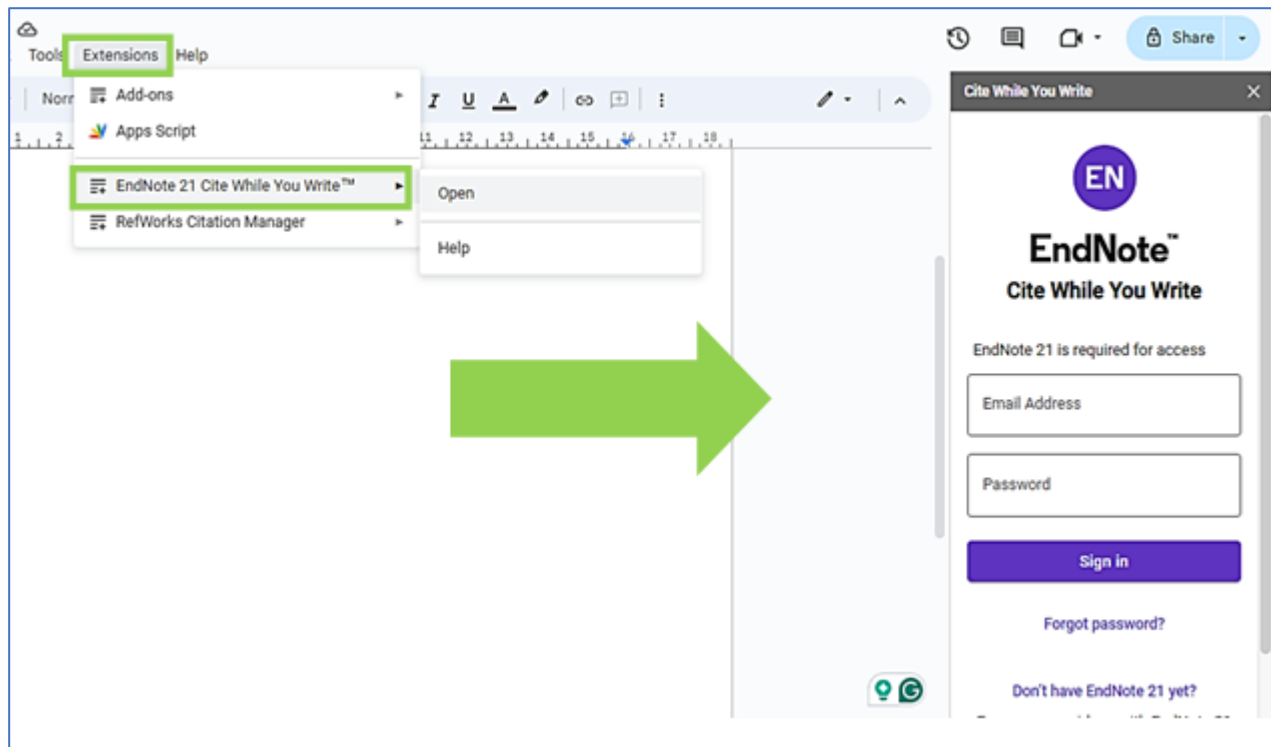
To insert footnotes into Google Docs, follow the steps below:

1. Open Google Docs.
2. Click on “Insert” > “Footnote” OR using the hotkey:

Windows: [CTRL+ALT+F]

Mac: [OPTIONS+COMMAND+F]

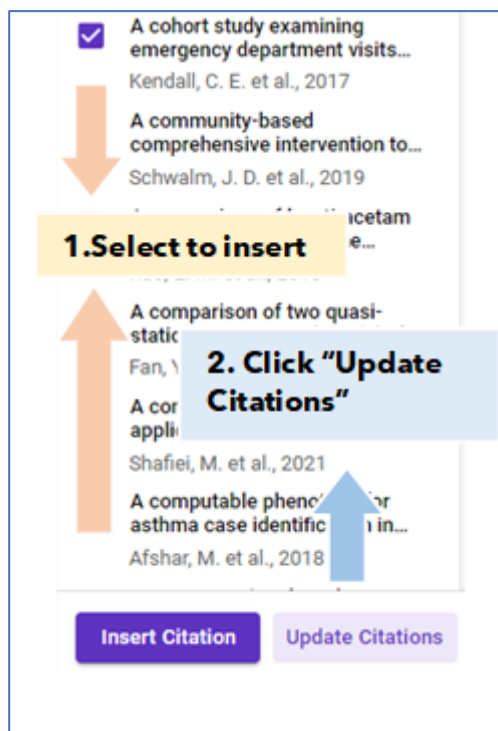




3. Click on “Extension” > “EndNote 21 Cite While You Write” and log in with your credentials.

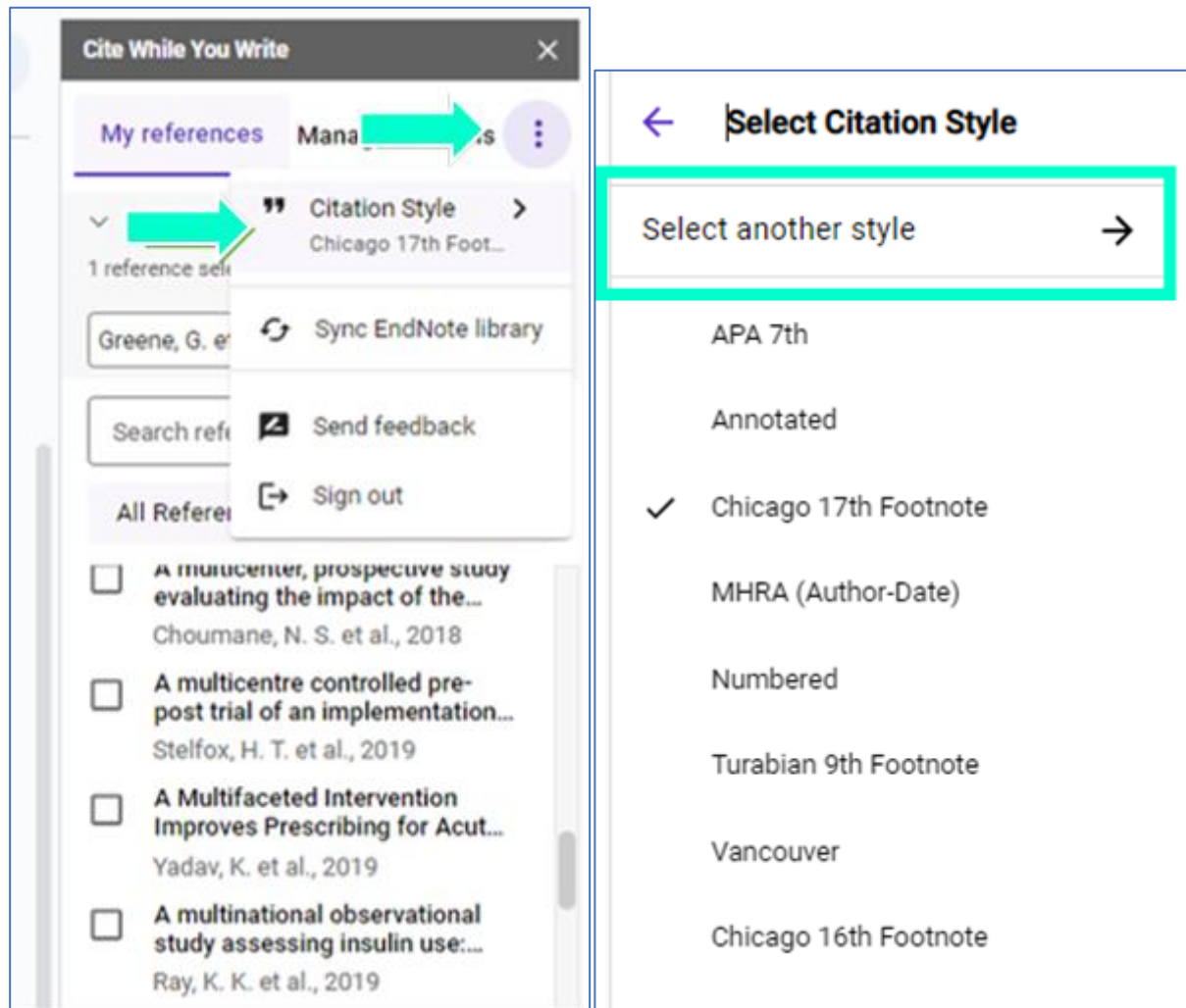
4. Select the reference and click on “Insert Citation.”

5. Click on “Update Citation” to format it.



How to change to Footnote style?

1. Click on the ⋮ icon right beside “Manage citations”.
2. Select “Citation Style”.
3. Choose “Select Another Style” if no footnote style is showing in the drop-down menu.



EndNote: Entering citations into Word footnotes/endnotes

- **Nov 22, 2023**

You can use Word's footnotes/endnotes feature to set the location to insert your citation. After typing in the text in your document where you wish to add a citation, you can now select to insert the footnote or endnote.

1. With **Word 2007/2010/2013/2016/2019/2021/Office 365 (locally installed desktop version only)**: Click on the References tab of the Word ribbon and select Insert Footnote or Insert EndNote.
2. Use the Cite While You Write™ tools to insert a citation into the Word footnote or endnote.
3. In order for the citation to format correctly, you need to select an appropriate style. Some of the styles installed with EndNote™ include a template specifically designed for footnotes. Examples of this include Chicago 16th A and Turabian Bibliography.
4. With **Word**: Click the EndNote tab in the ribbon and change the style. If your style is not listed in the drop-down menu, click on Select Another Style. Select the appropriate style and click OK.

In order to add additional citations, you would repeat the process above.

EndNote: Place endnotes inserted using Word's "endnote/footnote" command before the EndNote generated bibliography

- **May 9, 2022**

It is possible to insert your endnotes with the location changed to the end of section.

Word 2016/2019

1. Click on the References tab of the Word ribbon.
2. In the Footnote section click on the arrow next to Footnote at the bottom.
3. With "Endnotes" selected change the dropdown to "End of Section".
4. Place your cursor right above the EndNote bibliography.
5. Go to the Layout menu and choose Break.
6. Go to "Section Break" then "Next Page".

The *EndNote* bibliography will then appear after the endnotes.

For Earlier version of Word:

1. **Word 2003/2004/2008/2011**: Go to the Insert Menu and choose Reference, Footnote or "Footnote..." on the Mac. Here, with "Endnotes" selected change the dropdown to "End of Section". Click OK.
Word 2007/2010: On the References tab, click the small box with an arrow next to "Footnotes." Here, with "Endnotes" selected change the dropdown to "End of Section". Click OK.
2. Place your cursor right above the EndNote bibliography.
3. **Word 2003/2004/2008/2011**: Go to the Insert menu and choose Break. Under break type, choose "Section Break". Click OK.
Word 2007/2010: Go to the "Page Layout" tab, under Section Break choose "Next Page."

The *EndNote* bibliography will then appear after the endnotes.