

## Footloose Footnotes Word 2007/2010

### Is your Document's Footnotes Out of Control?

Do you only see the Superscripted Asterisk \* or Number<sup>1</sup> in the document but there is no Footnote on the bottom of the page. And you know you typed it in?

Are Footnotes containing one or two short sentences of text jumping onto the bottom of the next page?

Or perhaps A Footnote that contain a lot text doesn't continue to the next page?

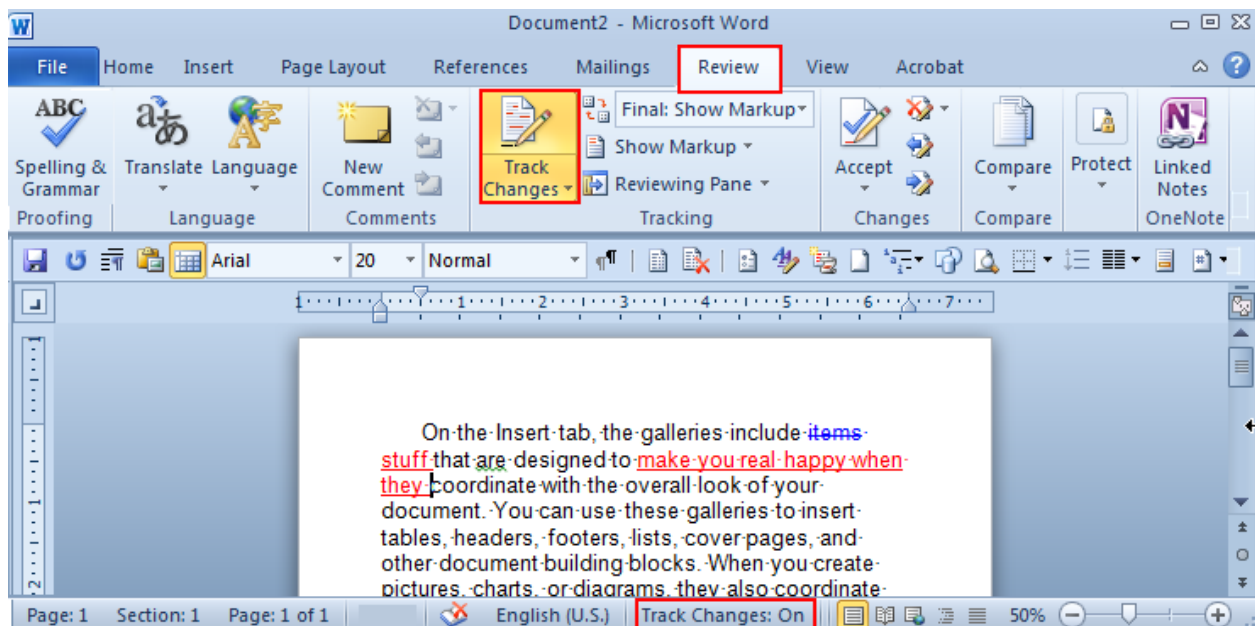
Does the Footnote Separator, the line separating the Footnote Text from the bottom of the document, appear to long ? To short? Not at all?

Have no Fear. Remedies are here!

### Track Changes

Are Track Changes in use?

From the **Review Tab** make sure the Track Changes Button is **NOT highlighted**.

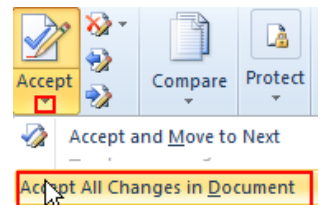


Or

If you have **Track Changes** indicated on your Status Bar (the bottom area of your Word Window) check to see if they're off.

And even if Track Changes are off, make sure to **Accept all Track changes**.

Again from the **Review Tab**, click on the Down Arrow ▼ on Accept Button and select **Accept all Changes in Document**.



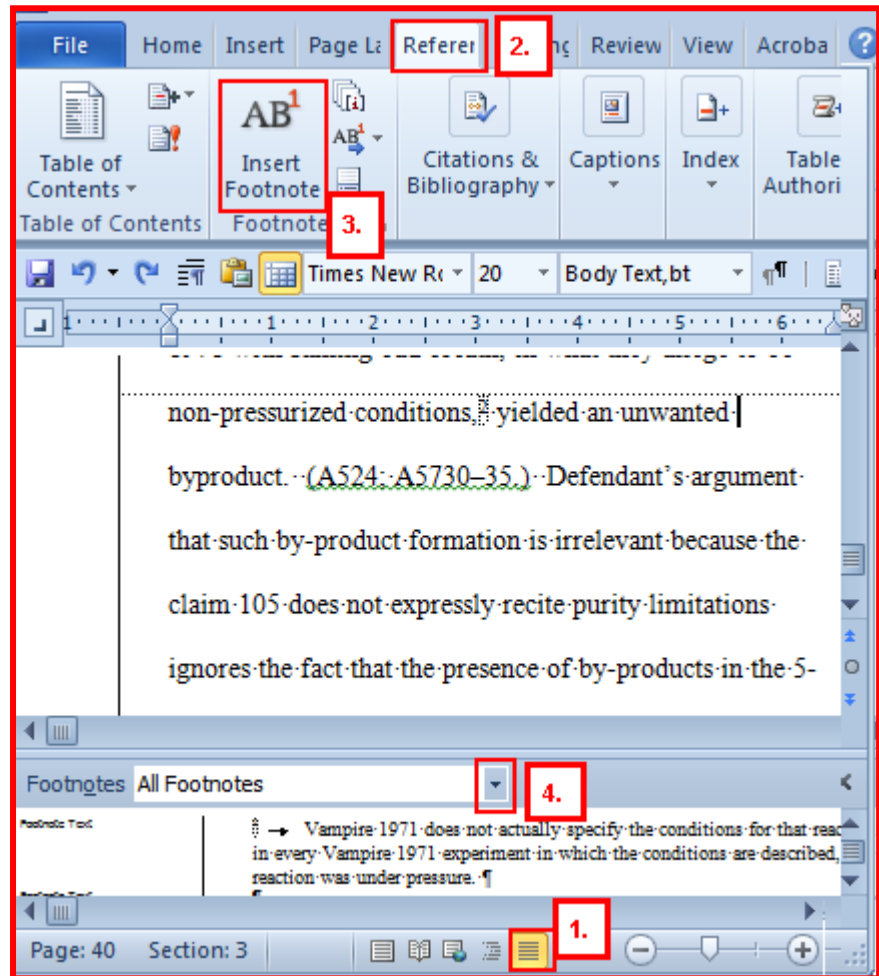
Chances are after taking these steps your Footnotes will appear as they should.

## Up Against the Ropes in a Word 2007 Document

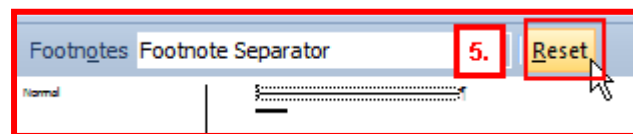
Another tool for repairing unstable Footnotes is to reset all it's features.

### Reset Footnote Formatting

1. Switch to **Draft view**.
2. Click the Reference Tab
3. Click the Insert Footnote Button
4. Click the Pull Down Menu and select each item.



5. And finally click on the **Reset Button**



So going forward, when you're working in a document with crazy Footnotes, try these helpful work arounds.