

Re: Footnote formatting problem

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2004-03/1085.html>

From: Dayo Mitchell (*dayomitchell_1997_at_NOhotmailSPAM.com.invalid*)

Date: 03/08/04

Date: Mon, 08 Mar 2004 11:20:14 -0500

To properly manipulate stuff in Word, it should be formatted with a style. Are the reference numbers in the text formatted in Footnote Reference style? Are the footnotes formatted in Footnote Text style? The answer is crucial. If you don't know, the formatting toolbar has a dropdown menu that changes to tell you what style your cursor is currently sitting in (the formatting palette probably does too, but I don't use that). If you have never heard of styles, see here <http://www.shanakelly.com/word/styles/TipsOnStyles.html> And then you probably want to read the four links at the bottom right away too.

> Also, they've changed the problem – we can live without the parens in the
> number after the text (which nobody addressed) but now they want it separated
> by commas. Can that be done in a style or will they have to manually put them
> in when there are two or more references at the same time? (example: "blah,
> blah, ..." 1,2,3 <--- pretend superscripted)

Are you saying they want multiple reference numbers at the end of the same sentence in the main text? Because that's really ugly. :) Standard practice in that situation is to combine all citations under the same reference number. Or is this more of a numbered Works Cited list, where there is a list of references whose numbers don't change, and the relevant numbers are inserted into the main text as reference notes?

See these links re WordPerfect vs. Word, and you may want to pass them on to others in your office:

How Word differs from WordPerfect

<http://www.mvps.org/word/FAQs/General/WordVsWordPerfect.htm>

Some Tips and "Gotchas" for those who are new to Word
Especially if migrating from WordPerfect

<http://www.mvps.org/word/FAQs/General/TipsAndGotchas.htm>

Is There Life After "Reveal Codes"?

<http://www.mvps.org/word/FAQs/General/RevealCodes.htm>

WordPerfect to Word converters (and why none of them are perfect)

<http://www.mvps.org/word/FAQs/General/WordPerfectConverters.htm>

DM

"Suzan" wrote:

- > *I've tried setting a hanging indent and can't get it to work. The text has to*
- > *come after the superscripted number and the indent keeps trying to take the*
- > *number too.*
- > *Also, they've changed the problem – we can live without the parens in the*
- > *number after the text (which nobody addressed) but now they want it separated*
- > *by commas. Can that be done in a style or will they have to manually put them*
- > *in when there are two or more references at the same time? (example: "blah,*
- > *blah, ..." 1,2,3 <--- pretend superscripted)*