Inserting footnote references into Word using Endnote

Some reference styles such as Chicago and MHRA use footnote referencing. You can use Endnote to insert citations into footnotes by following these steps:

1. Take your cursor to the point in the text where you need to add the in-text citation.
2. Click on the References tab and then select Insert Footnote.
3. A footnote is now created. Now place your cursor in the footnote and then select ‘Go to Endnote’ in the Endnote X7 tab.

4. You can select the reference that you want to insert by clicking on the Endnote X7 tab and locating it via Insert Citation.

Alternatively go into your Endnote library, choose the reference and select the Insert Citation option.
5. The footnote and in-text citation are then added into Word using your required format.
6. An end of document bibliography may also be created if required by your chosen style.

7. You can make changes to the way in which your footnotes are displayed within Word. Click on the Footnotes menu button to see options.