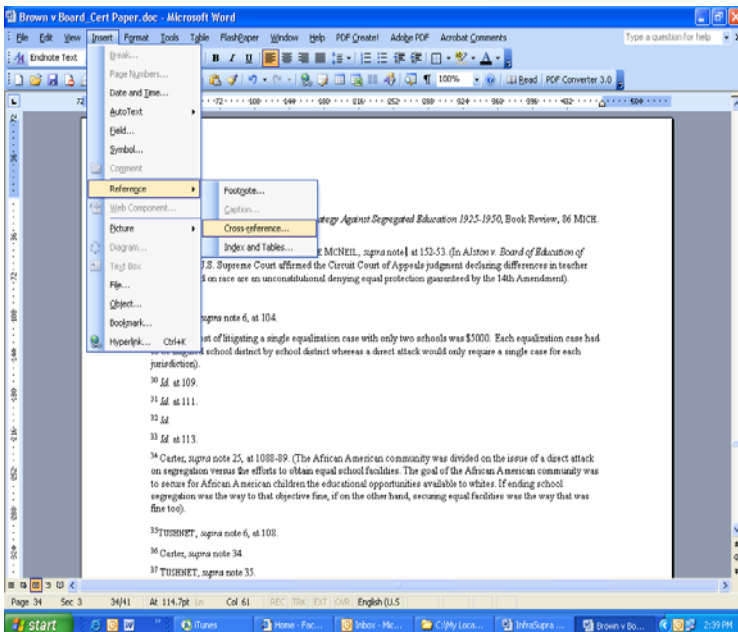


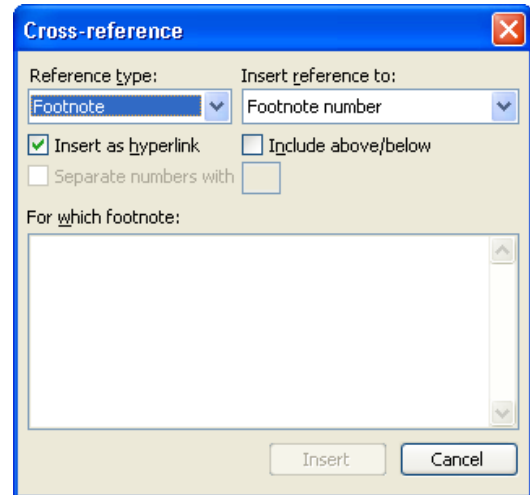
Formatting Word Documents For Electronic Updating of Supra/Infra Note Numbers

The below instructions will walk you through the process of formatting a document in Word to allow for the automated updating of supra and/or infra note number references when footnotes/endnotes are inserted, deleted or moved.

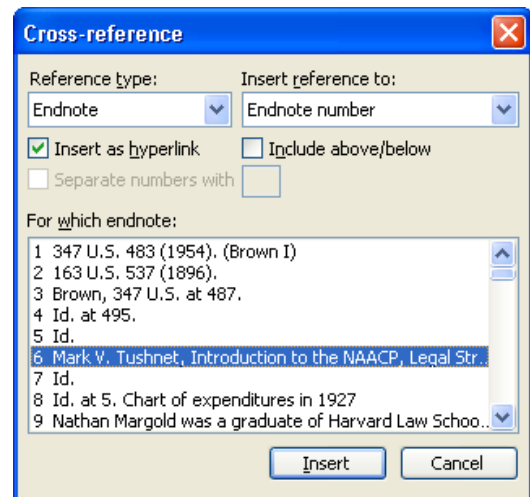
1. Open the document you would like to format. Place your cursor where you want the infra or supra note number reference located.
2. On the **Insert** menu, select **Reference**, and then click **Cross-reference**.



3. In the **Reference type** box, click **Footnote** or **Endnote**.



4. In the **For which** box, click the note to which you wish to refer back to.



5. In the **Insert reference to** box, click **Footnote number** or **Endnote number**.
6. Click **Insert**, and then click **Close**.

When the Supra/Infra Note Number Reference Update Occurs

***Using this process,
when you **add, delete,** or
move a footnote or
endnote, Word updates the cross-reference number
in the supra or infra **when you highlight the cross-
reference number and then press F9** or **when you
print the document.**

**To generate all updates in a document before
printing, on the Edit menu, select Select All to the
highlight entire document and press F9. You can
also highlight individual paragraphs and press
F9.**