

Footnotes:

Stand at the position where the footnote sign must appear for e.g. school¹, then go to Reference, Insert footnote. Type in the footnote in the space provided. If you have to do another footnote, click Insert footnote again, for e.g. college², then type in the next footnote, and so on.

Endnotes:

Insert endnote at the correct place. Stand at the position indicated in the text, click on Reference, endnote

Mail merge:

- Type merge data (A Question) in a table in word. NB: headings are the "merge fields" and NOT LETTER 1, LETTER 2, LETTER 3, ETC.
- Mailings - Start Mail merge - Letters
- - Select recipients**
Use: Existing List
Choose name of file (typed table in word)
Open
- Insert merge fields <...> for example <surname>, from the Select recipients list. Complete letter. Click on finish and merge. Will produce the amount of letters according to the data that you keyed in in the table above. Remember to change the Question number at the top in the header or if asked as a footer, in the footer.