



Footnote number does not appear as superscript in the body of document

- WordPerfect Office Suite

If you find that a document no longer has footnote numbers (in the body of the document) superscripted, we need to make sure the superscript code is added globally again to the appropriate style.

- 1) Click on the "Format" menu
 - 2) Click on "Styles
 - 3) Find the "Ftn#InDoc" style and highlight it
 - 4) Click on "Edit"
 - 5) Select the "[Footnote Num Disp]" code (it needs to be surrounded by [Select> on one side, and the red cursor on the other)
 - 6) Click on the "Format" menu
 - 7) Click on "Fonts"
 - 8) Change the "Position" to "Superscript"
 - 9) Hit "OK", and then hit "OK"
 - 10) Hit "Close"
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