Footnotes

Creating Footnotes

1. Click the space on the right side of the word where the footnote will be placed.
2. Select the References tab.

3. Select Insert Footnote.

4. The superscript number is added to the text and a notes area is added to the bottom of the page.
5. To add additional footnotes:
   a. Click the space on the right side of the next word where a footnote will be placed.
   b. Select the References tab.
   c. Select Next Footnote.
   d. The next superscript number is added to the text and additional space is added to the bottom of the page for the note.