

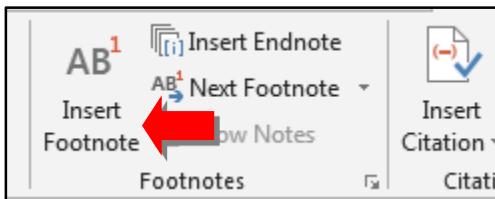
Footnotes

Creating Footnotes

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



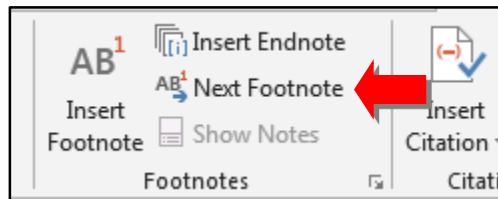
3. Select **Insert Footnote**.



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.