**Inserting Footnotes with Microsoft Word**

Microsoft Word makes it easy for you to insert footnotes at the end of your sentences.

When you finish a sentence containing information that you need to cite in a footnote, (1) make sure the cursor is blinking at the insertion point you want. Then, simply (2) click the **References** tab in the main menu. From there, (3) click the button to **Insert Footnote**. Microsoft Word will automatically renumber your footnotes as you use this tool. It will place a superscript number at the insertion point and a matching number in the footnotes area at the bottom of the page.\(^1\) The cursor will jump to the footnote area so you can add the full citation or a brief placeholder to be completed later. Simply double-click the footnote mark or click back in the body of the paper to return to writing or editing your text.

1. Here’s the corresponding footnote number, placed at the bottom of the page below a solid line divider.

**Note:** you may need to correct footnote formatting as follows:

- You may need to change the font or the font-size. Follow your instructor’s requirements.
- Indent only the first-line of each footnote, by \(\frac{1}{2}\) inch.
- Add a single blank line between footnotes.