Inserting Footnotes with *Google Docs*

Google Docs offers two easy ways to insert footnotes at the end of your sentences. When you finish a sentence containing the information that you need to cite in a footnote,

(1) place the cursor immediately following the sentence period. Then,

Method A: **(2) click the Insert tab in the main menu.** From there, **(3) click footnote.**

Method B: **(2) Hold down the keys Ctrl+Alt+F**

Google will automatically place a superscript number at the insertion point and a matching number in the footnote area at the bottom of the page.1 The cursor will jump to the footnote area so you can add the full citation— or just put a brief placeholder there now and complete the citations later. Click back in the body of the paper to return to writing or editing your text.

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1 Here’s the corresponding footnote number, placed at the bottom of the page below a solid line divider. If you add or change footnotes later, Google will update the numbering automatically.

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**Note:** you will 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 ½ inch.
- Add a single blank line between footnotes.