

## HOW TO USE THE FOOTNOTE FUNCTION OF MICROSOFT WORD

### ***Why use footnotes instead of endnotes?***

This is really a style decision on your part. Historians tend to prefer footnotes, while publishers tend to prefer endnotes. It just depends how quickly you want your reader to know what your source is. For the purposes of short papers, it is probably easier to have footnotes.

### ***Adding a footnote:***

1. Click on the space of your page where you want the footnote to appear. Footnotes typically appear at the end of the quote, as follows:  
"Here is my quote. It is a short quote, and only takes up 1-3 lines."<sup>1</sup>  
Notice how there is NO SPACE between the " and the number?
2. Now go to **INSERT Footnote**. (This is in your menu bar.)
3. Insert Footnote, Auto number. (Click OK)
4. Now your number will automatically appear after your quote. You should be at the bottom of your page; put your citation there. Your citation will look something like this:  
Chaucer, Geoffrey. *The Works of Geoffrey Chaucer*. Boston: 1957, 3.  
(3 = the page number)

The second time you use the same source in the same paper (doesn't matter if you're on a different page), you would just write:  
Chaucer, 5.

5. When you're done citing the source, scroll up to your text and continue typing.

### ***Deleting or moving a footnote:***

- Just delete the little number in your text, and the footnote at the bottom of the page will automatically go away.
- **OR** highlight the little number, go to **Edit - Cut**, and then click on the place in your writing where you want the footnote to go. Hit **Edit - Paste**, and the number & citation will automatically reappear. Wonderful!

### ***When you can't see your footnotes (and you'd like to):***

- Go to **View - Page Layout**. Your footnotes will be at the bottom of the page.

### ***When you don't want to see your footnotes:***

- Go to **View - Normal**. The footnotes will disappear (but still exist).

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<sup>1</sup> This is my first fake footnote.