

ADD FOOTNOTES IN MICROSOFT WORD

What's in it for me?

As a college student, you may be required to submit papers in your course that need to be referenced with notations - may it be a source, an explanation to a computation, a definition of the term, etc. Footnotes help keep your document neat and complete. It will add a superscript number to a text and match it with the same at the bottom of the document.

How to do this:

1. Place your cursor after the word or phrase you want to add a reference to.
2. Click on the **References** tab and select **Insert Footnote**.
3. A superscript number will appear to the right of the word or phrase.
4. Another superscript number will appear at the bottom of the same page, above the footer area.
5. With your cursor at the footer of the document, type the information you want to reference (source, comment, extra information, etc).
6. Remember to save changes to your document file regularly.

NOTES:

- Footnote numbering happens automatically.
- Footnotes are always on the page(s) where you add them. Endnotes work the same, only they are all placed at the end of the document.
- If you add footnotes properly, you can move your mouse over the footnote superscript number (in this example, the actual title at the top) and you will see the footnote information (as shown in the screenshot here).



Tip: If you are using the footnote to reference to a source, [Langara's Library Research Help](#) has a lot of resources to help you with.

The screenshot shows the Microsoft Word interface. The **References** tab is selected in the ribbon, and the **Insert Footnote** button is circled in red. A red circle with the number '2' is placed over the **References** tab. Another red circle with the number '1' is placed over the word 'ab' in the document text. A third red circle with the number '3' is placed over a superscript number '3' in the text. A fourth red circle with the number '4' is placed over a superscript number '4' in the footer area. The document content includes a map of Minnesota, a title 'The Paul Bunyan Trail', and several paragraphs of text. A 'SPECIAL NOTE' is also present at the bottom of the page.