



How to Add Footnotes and Endnotes in Word

To add a footnote:

Step 1: Go to the place in the text where you wish to insert the number relating to the footnote

Step 2: Go to the "References" tab in Word, and click "Insert Footnote"

letters; use custom marks for number
footnotes.

-After you choose all the footnote settings
changes.

4. When you're ready to insert your

Step 3: You will be redirected to the bottom of the page, and the number will appear, where you will then insert your footnote text.

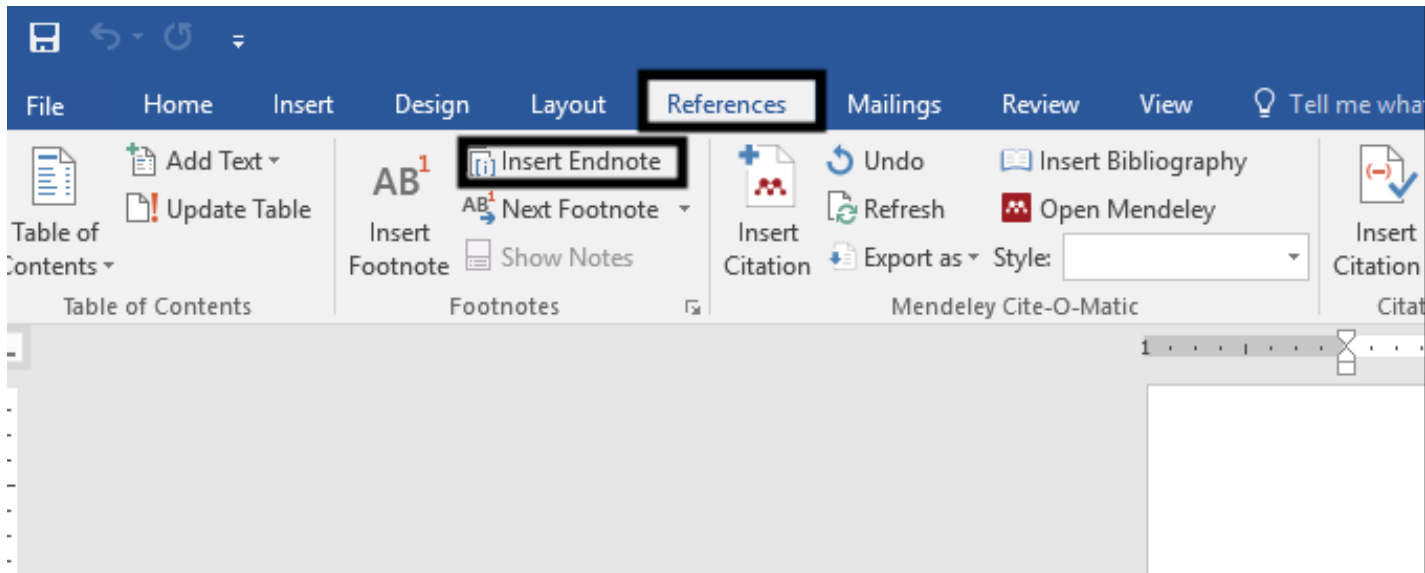
1 This is a footnote in Chapter 1. You could also add Bible references here John 1:1.

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To add an endnote:

Step 1: Click in the document where you want to insert the reference point for your endnote.

Step 2: Go to the “References” tab in Word, and click “Insert Endnote”



Step 3: You will automatically be redirected to the end of your document, and a roman numeral will appear, where you will then enter your footnote text.

