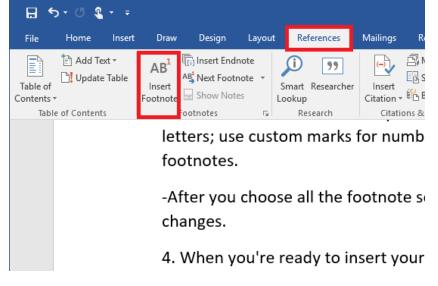


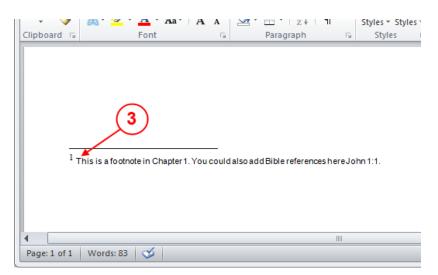
## How to Add Footnotes and Endnotes in Word

## 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"

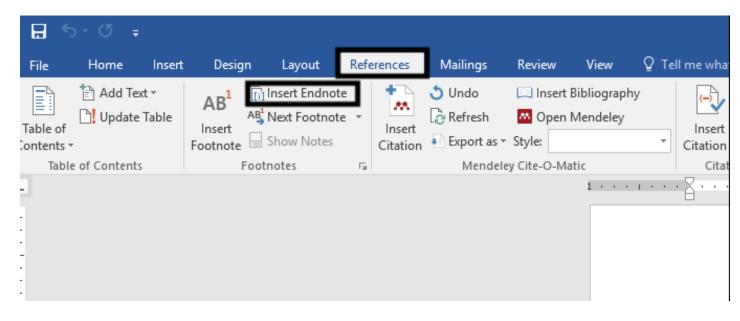


**Step 3**: You will be redirected to the bottom of the page, and the number will appear, where you will then insert your footnote text.



## 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.

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