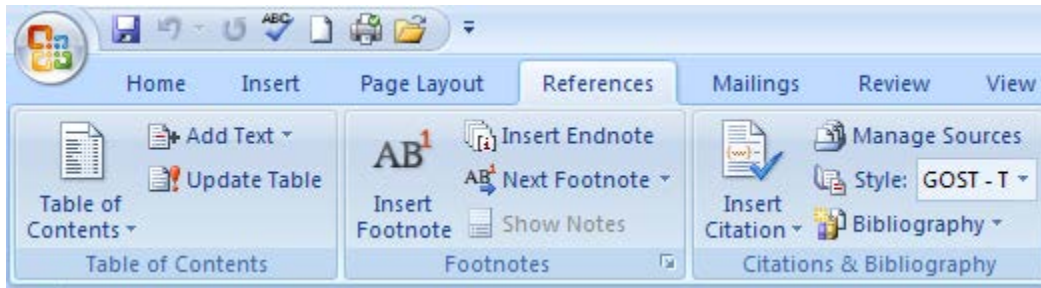
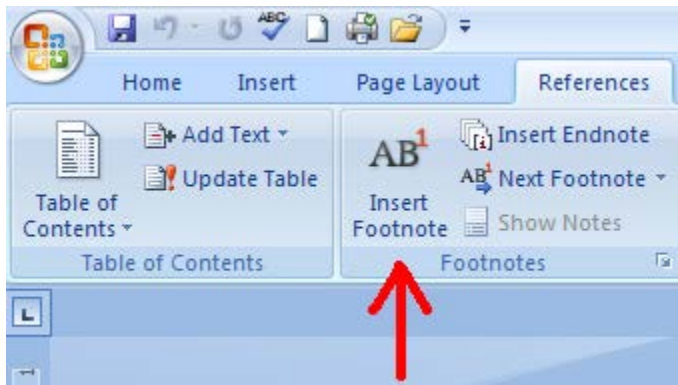


1. After opening a document in Microsoft Word and preparing some of the document, click the cursor at the end of the word or sentence in need of a footnote. Click on the “References” tab at the top of the screen.



2. Click on the “Insert Footnote” button.



3. Type out the information needed in the footnote.
4. Return to the document by clicking the cursor beside the superscripted number.
5. Repeat step 1-2 for additional footnotes.