Using Microsoft Word 10 to insert Footnotes

1. Place the cursor at the line of type directly following the information you wish to reference.
2. Go to the References tab at the top of the screen and click on Insert Footnote.

3. The default settings are for numerical order. If you wish to change these, click on the arrow at the bottom of the Footnotes section.

4. The programme will automatically insert a footnote and take you to the bottom of the page ready to type the footnote referencing information.

5. When you have finished typing in the required information, simply return your cursor to the section of text that you are working on.