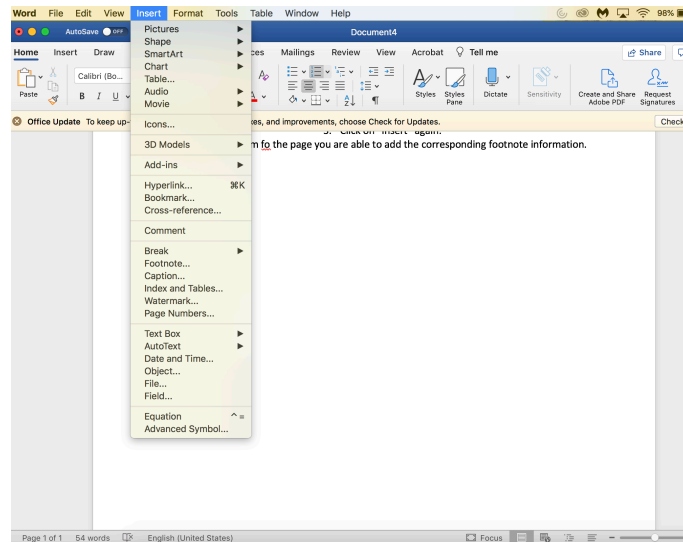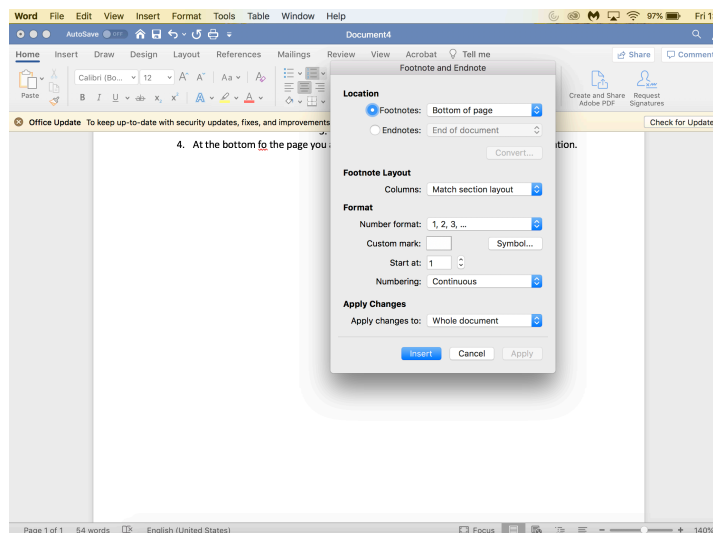# Adding Footnotes in Microsoft Word

1. After the sentence or phrase you wish to cite, click on "insert."

2. Then, click on "Footnote" and make sure it is set to "bottom of page."

3. Click on "insert" again.

4. At the bottom of the page, you are able to add the corresponding footnote information.