

USING WORD: FOOTNOTES AND COMMENTS

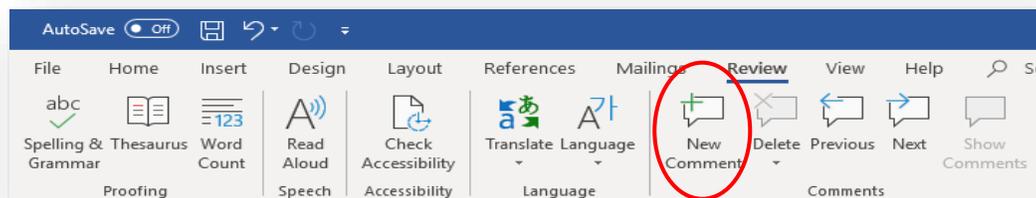
Inserting Footnotes or Endnotes (for Chicago, SBL, and Turabian)

1. Click where you want the superscript number (footnotes) or roman numeral (endnotes) to appear in the text of your document. Footnotes are more common and appear like this: ¹
2. Click the “References” tab.
3. Click “Insert Footnote” or “Insert Endnote,” depending on which system you are required to use for your paper.
 - Footnotes will appear at the bottom of the same page. Endnotes will all appear together on a new page at the end of your document. Footnotes and endnotes will auto-format.
4. Type in the correct citation information about your source in the corresponding footnote or endnote.



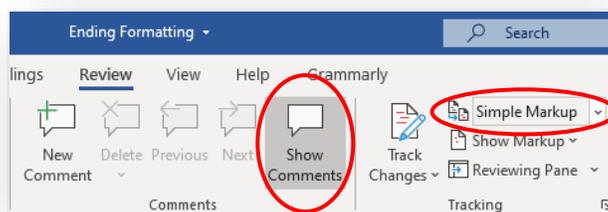
Inserting and Deleting Comments (useful for revision)

1. Highlight the text in your document that you want to attach a comment to.
2. Click the “Review” tab.
3. Click “New Comment,” and type in your comment on the side.
4. You can delete your comment by clicking on the comment and then the delete button (to the right of the “New Comment” button).
 - Make sure you delete all comments before you print your document or save it as a PDF because leaving the comments in can cause formatting problems.



Seeing Comments that are Hidden

1. Click on the “Review” tab.
2. To the right of the “Track Changes” button, you should see a dropdown. It will say one of four things: Original, No Markup, Simple Markup, or All Markup.
3. Change this dropdown to “Simple Markup” or “All Markup” (if it doesn’t say this already).
 - If necessary, click the “Show Comments” button to the left of “Track Changes.”



¹ Insert the citation information about your source here. (Endnotes will appear on the last page of your paper if you choose that system). Make sure to highlight each footnote and format it in Times New Roman font.