



Douglas College

Douglas College Learning Centre

HOW TO MAKE FOOTNOTES OR ENDNOTES ON THE COMPUTER

This handout explains how to make footnotes or endnotes using Microsoft Word.

- Move the cursor to the place you want the note.
- Click on *Insert* at the top of the screen.
- In the pull-down menu, click on *footnotes* (you may need to click on the down arrows at the bottom of the pull-down menu).
- In the box, select either *footnotes* or *endnotes*. Make your selection by clicking and placing a dot in the little circles. Click on *OK*.
- A number will appear in your text and either at the bottom of the page or at the end of the paper, you will see the same number. Type in your reference information.
- Endnotes and footnotes will automatically be put in numerical order even if you add, delete or move text or notes during the editing process.

Examples:

- Dave Ellis states that, “[u]sing another person’s words without giving proper credit is called *plagiarism*.”¹
- Kathleen T. McWhorter points out that “specialized information particular to a certain source”² must be footnoted.

¹ Dave Ellis, Becoming a Master Student: Tools, techniques, hints, ideas, illustrations, examples, methods, procedures, processes, skills, resources, and suggestions for success (Boston: Houghton Mifflin Company, 2000), 271.

² Kathleen T McWhorter, College Reading and Study Skills, (Boston: Little, Brown and Company, 1986), 270.