A Quick Guide to Adding Footnotes in Word (Mac)

Follow these steps to add a footnote in word.

1. Find the part of the text you wish to insert a citation
2. Either highlight the text or place your cursor at the end of the text
3. Go to Insert in the menu bar of windows

4. Select Footnote and the following box will open:
5. Make sure the following selections are made:
   a. Footnotes
   b. Bottom of page
   c. Start at: 1
   d. Whole document
6. Click Insert and you will now see the number appear at the end of the text:

   Insert citation here.¹

¹

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7. Now add the reference in the footnote at the bottom of the page:
8. If you follow continue to follow these steps for subsequent footnotes, the number will increase in order:

Add second footnote here.²

9. Each page should only contain footnotes that relate to that page. If you have 3 citations on 1 page, there should be 3 references in the footnotes.