

# How to add and/or delete a footnote using MS Word 2010

- 1. Bring your cursor to the place where you want to add a footnote.
- 2. Click on the **References** Tab at the top of the page
- 3. Select Insert Footnote
- 4. A small superscript number is automatically added to place of the cursor (this is called the *footnote call number*) and a footnote is placed at the end of the page
- 5. Enter in proper citation information at the bottom of the page next to the corresponding footnote number
- 6. To delete a footnote, simply select the footnote call number (*in the text*) that you would like to delete, and then press DELETE on your keyboard.



Additional Footnote Information (from Bluebook 19<sup>th</sup> Edition):

- A footnote call number should appear at the end of a textual sentence if the cited authority supports (or contradicts) the entire sentence. In contrast, a call number should appear within the sentence next to the portion it supports if the cited authority supports (or contradicts) only that part of the sentence.
- The call number comes AFTER any punctuation mark (i.e., comma, semicolon, or period) with the exception of a dash or a colon.

# Example of footnotes (from Bluebook 19<sup>th</sup> Edition):

This is sentence one.<sup>1</sup> Sentence two contains two call numbers;<sup>2</sup> however, only one of these – this one<sup>3</sup> – is surprising. Recall one thing<sup>4</sup>: call numbers precede a colon or dash.

<sup>&</sup>lt;sup>1</sup> This space below includes your footnotes in numeric order. Refer to the Bluebook for proper citation rules.

<sup>2</sup> 

<sup>3</sup> 

# How to add a Header and/or access the Header space

- 1. To add a Header, click on the Insert tab at the top of the page
  - a. Select Header to open the Header space and begin adding content
  - b. Alternatively, to add a Header, double-click at the top of the page and the Header space will open.

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# Adding Content to the Header

- 1. Once the Header space is open, you can either use a gallery style or custom design the Header yourself.
  - A gallery style gives you the Header fully assembled with some blanks to fill in.
    Use galley styles when you will NOT be making many changes to the Header and will use the gallery style as-is.
  - b. A custom designed Header uses the **Quick Parts** feature. This is where you set up the pieces you want in the Header, position then according to your needs, and format content yourself.

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# **Using Gallery Styles**

- In the Header & Footer Tools design section, click on the Header button. A list of options will display beneath the button. Simply select the Header style that is appropriate for your needs and it will be added to your document.
- 2. Where necessary, click on the fields provided (i.e., Type Text, Type the document title, Pick the date, etc.) and enter in or select the appropriate content.

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# Creating a Custom Header with the Quick Parts feature

- 1. You can either begin typing in content at the cursor in your Header space, or use the **Quick Parts** button to add *AutoText*, *Document Properties*, or *Fields*.
- The most popular option is to add a Field. Fields include, but are not limited to, page numbers, user information, date, time, number of pages, number of words, title, etc.).
   Select the field that you would like and it will be added to the Header at the cursor.
- 3. To add content to center or right side of the Header, select **Insert Alignment Tab** from the Position section of the Header & Footer tools.
- 4. Change the alignment to either Center or Right. Click OK. Your cursor will now be in that position and you can select fields to add or type in content. Once you have changed the alignment you may now notice that you can click on the other side of the Header and move cursor more easily (rather than having to select **Insert Alignment Tab** again).

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# How to add a Footer and/or access the Footer space

- 1. To add a Footer, click on the Insert tab at the top of the page
  - a. Select Footer to open the Header space and begin adding content
  - b. Alternatively, to add a Footer, double-click at the bottom of the page and the Footer space will open.

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#### Adding Content to the Footer

- 1. Once the Footer space is open, you can either use a gallery style or custom design the Footer yourself.
  - A gallery style gives you the Footer fully assembled with some blanks to fill in.
    Use galley styles when you will NOT be making many changes to the Footer and will use the gallery style as-is.
  - b. A custom designed Footer uses the **Quick Parts** feature. This is where you set up the pieces you want in the Footer, position then according to your needs, and format content yourself.

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#### **Using Gallery Styles**

- In the Header & Footer Tools design section, click on the Footer button. A list of options will display beneath the button. Simply select the Footer style that is appropriate for your needs and it will be added to your document.
- 2. Where necessary, click on the fields provided (i.e., Type Text, Type the document title, Pick the date, etc.) and enter in or select the appropriate content.

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# **Creating a Custom Footer with the Quick Parts feature**

- 1. You can either begin typing in content at the cursor in your Footer space, or use the **Quick Parts** button to add *AutoText*, *Document Properties*, or *Fields*.
- The most popular option is to add a Field. Fields include, but are not limited to, page numbers, user information, date, time, number of pages, number of words, title, etc.).
   Select the field that you would like and it will be added to the Footer at the cursor.
- 3. To add content to center or right side of the Footer, select **Insert Alignment Tab** from the Position section of the Header & Footer tools.
- 4. Change the alignment to either Center or Right. Click OK. Your cursor will now be in that position and you can select fields to add or type in content. Once you have changed the alignment you may now notice that you can click on the other side of the Footer and move cursor more easily (rather than having to select **Insert Alignment Tab** again).

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# Header/Footer Options: Different First Page

- 1. If you would like to have a different Header/Footer on the first page (or simply no Header/Footer at all), first, open up the Header or Footer space (see How to add a Header or Footer above).
- Next, in the Header & Footer Tools Design area, go to Options and place a checkmark in the box next to Different first page. This will allow you to either format your Header/Footer differently on the first page, or opt not to have a Header/Footer on the first page (blank content).
- 3. Once you select this option, you will notice that the Header and Footer on the first page are now blank. Bring your cursor to either the Header or Footer on the first page and begin customizing the space, or leave blank if you do not want a Header or Footer on the first page of your document.



# Header/Footer Options: Different Odd & Even Pages

- 1. If you would like to have a different Header/Footer on odd and even pages, first, open up the Header or Footer space (see How to add a Header or Footer in the previous pages of this document).
- 2. Next, in the Header & Footer Tools Design area, go to Options and place a checkmark in the box next to **Different Odd & Even Pages**. This will allow you to format your odd and even pages.
- 3. Once you select this option, you will notice that the Header and Footer on the even pages are now blank. Bring your cursor to either the Header or Footer one of the even pages and begin customizing the space, or leave blank if you do not want a Header or Footer on the even pages of your document.

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# **Creating Unique Headers & Footers for Document Sections**

- 1. If you would like to have a different Header and/or Footer in different areas of your document, then you need to create sections.
- To create a document section (with unique headers and footers); bring cursor to the end of the first section. Click Page Layout Tab, select Breaks, Under Section Breaks, and select Next Page. This will place your next section on its own new page.
- 3. To create the unique Headers and Footers in each section, open up the Header or Footer space at the beginning of a new section. You will now notice that the Header and/or Footers are labeled by Section.
- 4. On the right-hand side of the first Header and Footer of a new section you will see a tab labeled, Same as Previous. You need to turn this off in order to have a unique Header and Footer. You must do this for BOTH the first Header AND Footer in the new section.
- 5. With the cursor inside of the new section Header or Footer, go to Heater & Footer Tools Design tab and click Link to Previous to turn off the Same as Previous tab. Now you can enter in unique Header/Footer content for that section. Remember, you must do this for the first Header AND Footer in a new section to create unique content for both of those areas.



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