1. **Step-by-Step: Create Footnotes and Endnotes**
   1. Before you begin these steps, launch Microsoft Word.
   2. **OPEN** the ***firstladies*** document from the lesson folder.
   3. Place the insertion point at the end of the third paragraph.
   4. On the *References* tab, click the **Insert** **Footnote** button in the *Footnotes* group as shown below. A superscript 1 is placed after the paragraph and at the end of the document.
   5. Key **Mayo, Edith and Denise, Meringolo. First Ladies: Political Role and Public Image. Washington: Smithsonian Institute, 1994.** At the end of the third paragraph is a superscript 1, place the insertion point by the superscript and a screen tip appears displaying the footnote text.
   6. On page 1, fourth paragraph, place the insertion point at the end of the second sentence (before Anthony). In the *Footnotes* group, click the **Insert** **Footnote** button. A superscript 2 is placed after the punctuation.
   7. At the bottom of the document page, key **Anthony, Carl Sferrazza. American’s First Families: An Inside View of 200 Years of Private Life in the White House. New York: Simon & Schuster, Inc., 2000**. The bottom of page one should resemble the one shown on the next slide.
   8. On page 2, fifth paragraph, end of third sentence. In the *Footnotes* group, click the **Insert Footnote** button. A superscript 3 is placed after the punctuation.
   9. At the bottom of the document page, key **Gutin, Mayra G. The President’s Partner: The First Lady in the Twentieth Century. Westport: Greenwood Press, 1989**.
   10. **SAVE** the document as ***firstladies\_footnotes*** in your USB flash drive in the lesson folder.
   11. **LEAVE** the document open to use in the next exercise.
2. **Step-by-Step: Format Footnotes**
   1. **USE** the document open from the previous exercise.
   2. Press and hold the **left mouse button** to select the first footnote beginning with *Mayo . . . 1994.*
   3. On the *Home* tab, in the *Paragraph* group, launch the **Paragraph** dialog box and change the indent to a **hanging** **indent** and spacing after to **12**. Click **OK**.
   4. Press and hold the **left mouse button** to select the second footnote and repeat step 2 to create a hanging indent.
   5. For footnote number 3, repeat steps 1 to select and 2 to create a hanging indent. The footnotes have been formatted with a hanging indent and spaced appropriately.
   6. Place your insertion point after the super-script 1 at the bottom of the document on page one. On the **References** tab in the *Footnotes* group click the **arrow** to launch the **Footnote and Endnote** dialog box. The *Footnote and Endnote* dialog box opens. In the *Format* section by the *Number Format* click the **drop-down arrow** and select the uppercase Roman numerals as shown above. Click **Apply**. Notice the numbering format has changed.
   7. In the third paragraph, place your insertion point before the first footnote superscript on page one, press and hold the **left mouse button** to select the footnote. Launch the **Footnote and Endnote** dialog box. The *Footnote and Endnote* dialog box opens. In the *Location* section, by *Footnotes*, click the **drop-down arrow** and select **Below text**. Click **Apply**. The first footnote is moved below the third paragraph with a continuous section break.
   8. Repeat the same steps for the second and third footnote to place them below text.
   9. **SAVE** the document as ***firstladies\_footnotes1*** in your USB flash drive in the lesson folder.
   10. Place the insertion point behind the second footnote on the fourth paragraph end of second sentence. **Delete** the footnote. Notice the footnote number 3 is now 2. Footnotes are automatically renumbered and rearranged when one is deleted. Click **Undo** .
   11. **SAVE** the document in your USB flash drive in the lesson folder.
   12. **LEAVE** the document open to use in the next exercise.
3. Step-by-Step: Convert Footnotes and Endnotes
   1. **OPEN** the ***firstladies\_footnotes*** document completed earlier.
   2. The insertion point is at the beginning of the first footnote below the horizontal line.
   3. On the *References* tab in the *Footnotes* group, click the **arrow** to launch the **Footnote and Endnote** dialog box. The *Footnote and Endnote* dialog box opens.
   4. Click the **Convert** button. The *Convert Notes* dialog box opens. The first option *Convert all footnotes to endnotes* is selected as shown above. Click **OK** to convert the notes and close the dialog box.
   5. Click **Insert** to close the *Footnote and Endnotes* dialog box. Scroll through to the end of the document and notice the footnotes are no longer positioned at the end of the page. The endnotes display at the end of the document in lowercase roman numerals.
   6. Place the insertion point after the last paragraph in the document and insert a page break.
   7. Select the endnotes from beginning to end and format them by double spacing and create a hanging indent. The document should display as shown at right.
   8. **SAVE** the document as ***firstladies\_endnotes*** in your USB flash drive in the lesson folder and close the file.
   9. **LEAVE** the document open to use in the next exercise.