# How To Create Manual End/Footnotes

To manually enter the foot note, "i" or "1" needs to be placed directly into the main body. If the end note is already placed in, you will need to erase the automatic endnote. Then, rewrite the note at the end of your article, go back to that section it refers to, and type the i or 1 there.

Word has a function called superscript that allows you to insert small numbers/letters in the corner of text, much like a math equation. It should look like:

"Text citiation example….."[i]

Here's some imagery that might help:
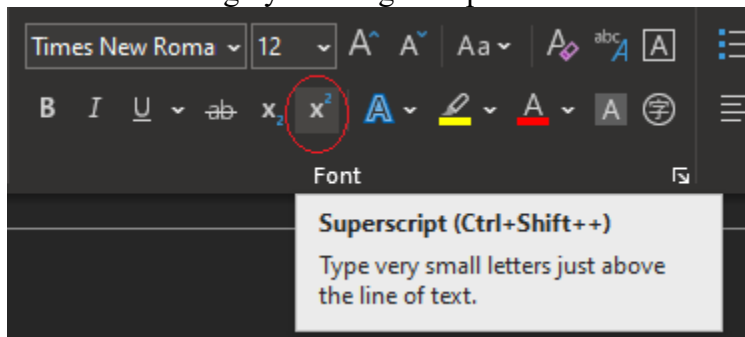
Just make sure when you type in the marker, you highlight over it and click the superscript button.