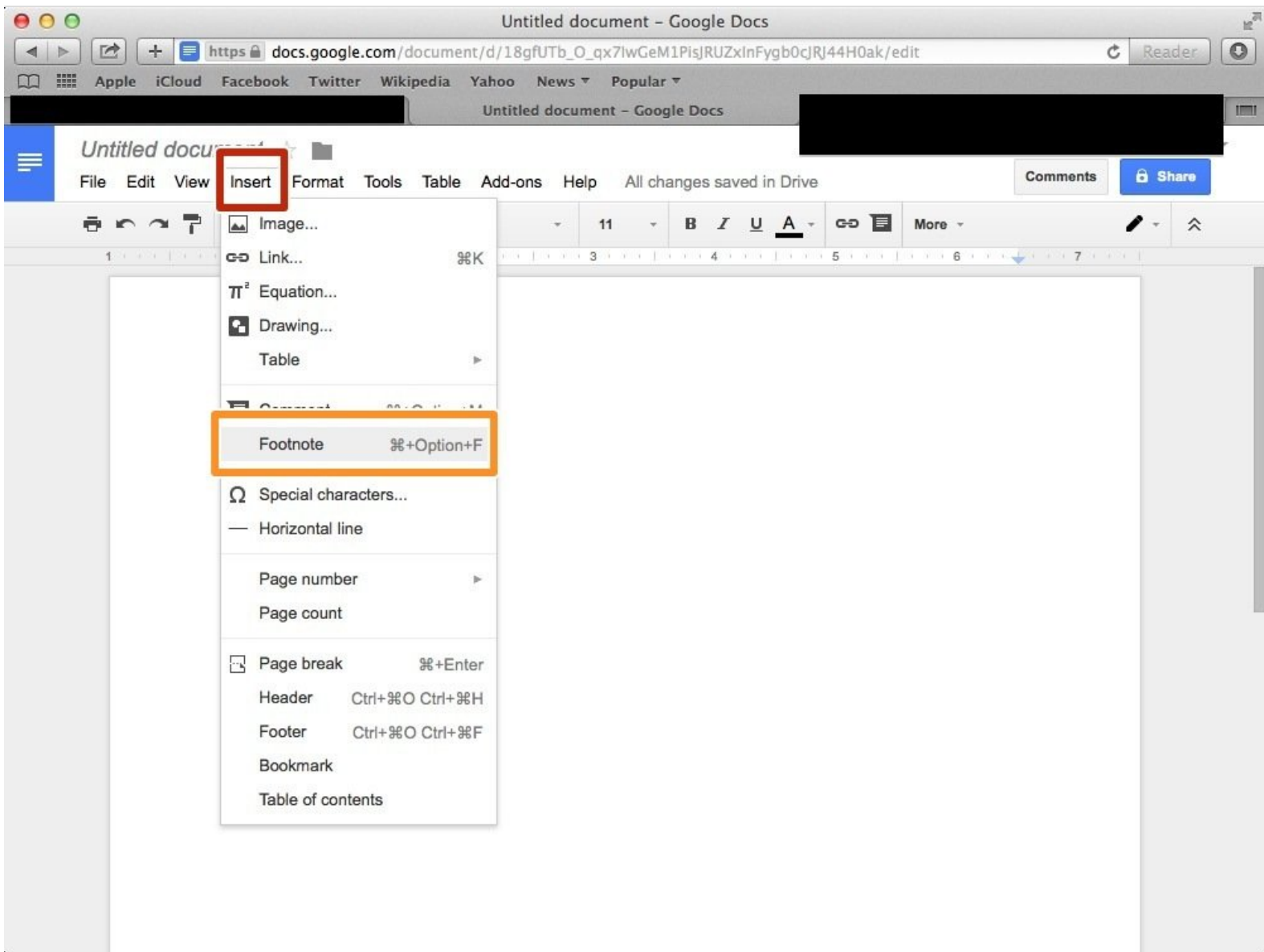


BIS Help Guides

How To Make A Footnote

Learn how to make a footnote

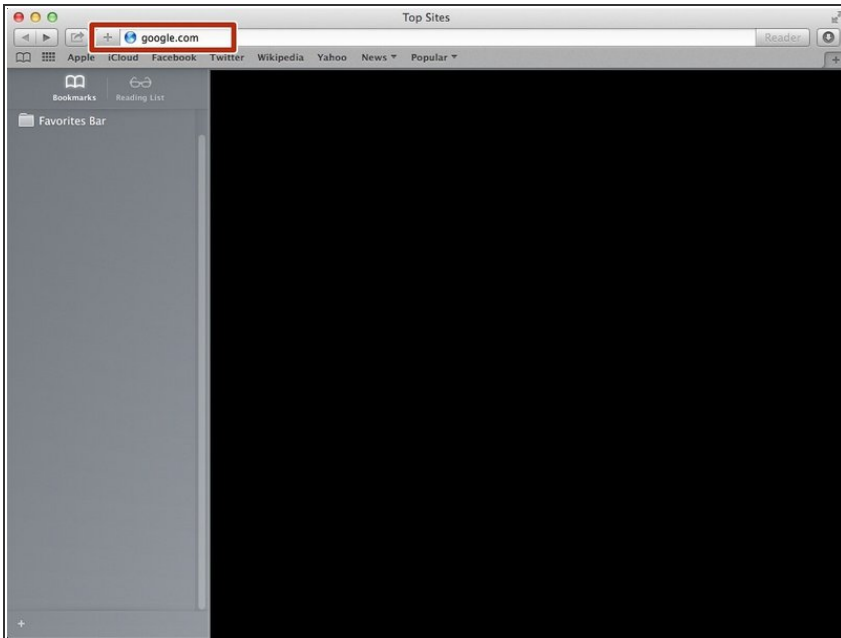
Written By: Aaron



INTRODUCTION

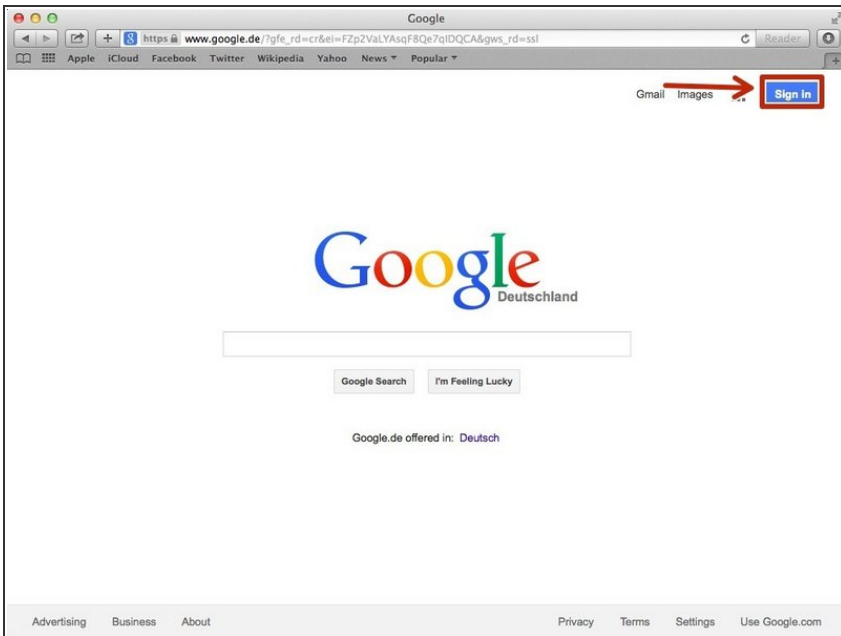
Learn how to make a footnote

Step 1 — How To Access Google.com



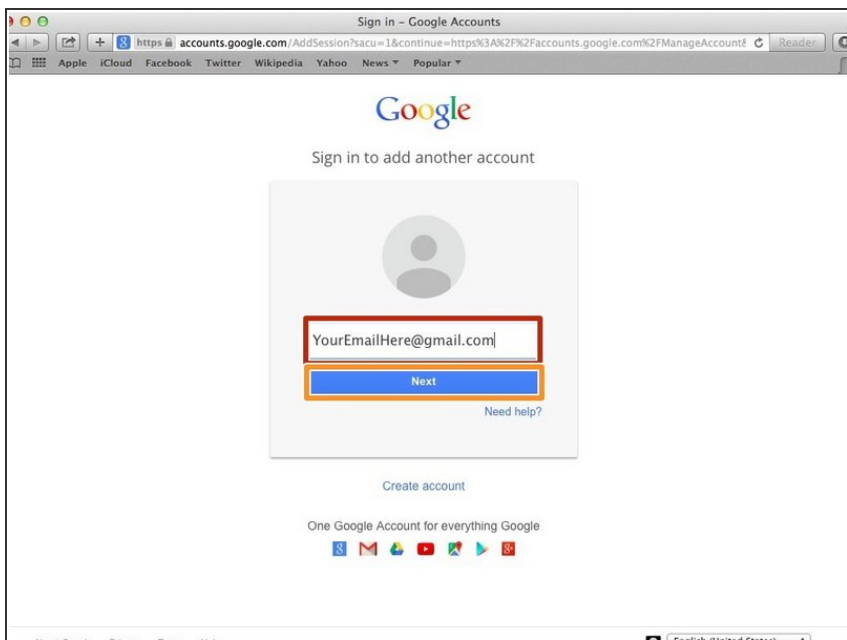
- Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



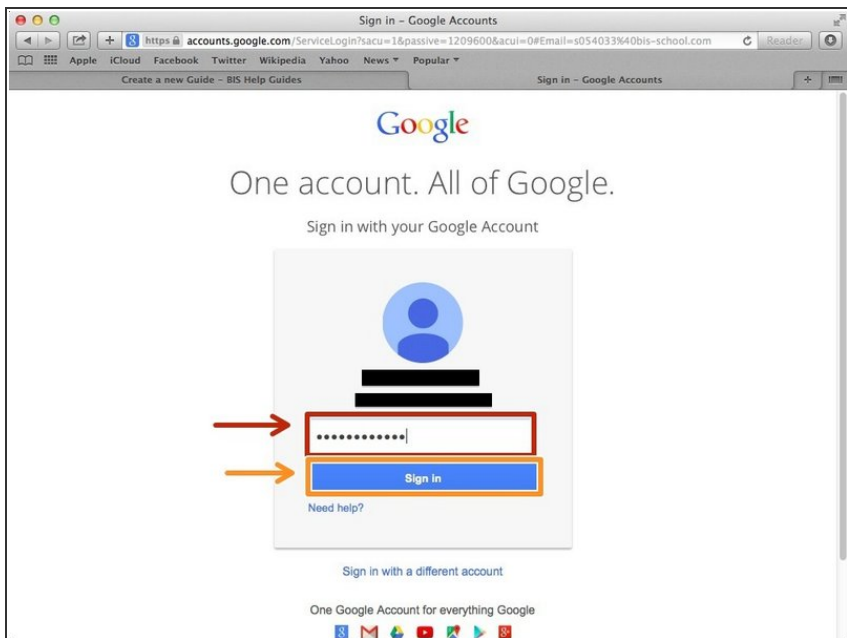
- Click on the "Sign In" button to sign in to your google account

Step 3 — Entering In Your Email



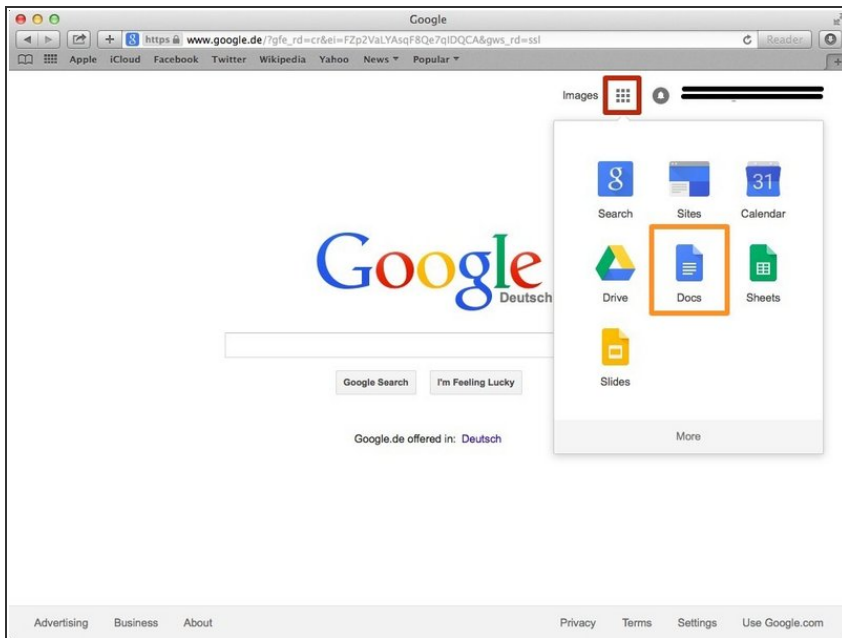
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



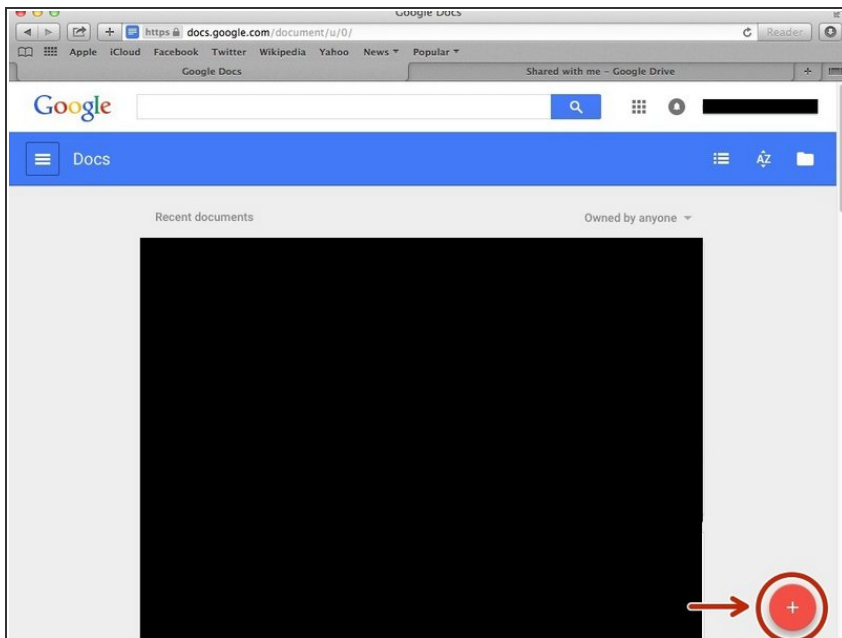
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs



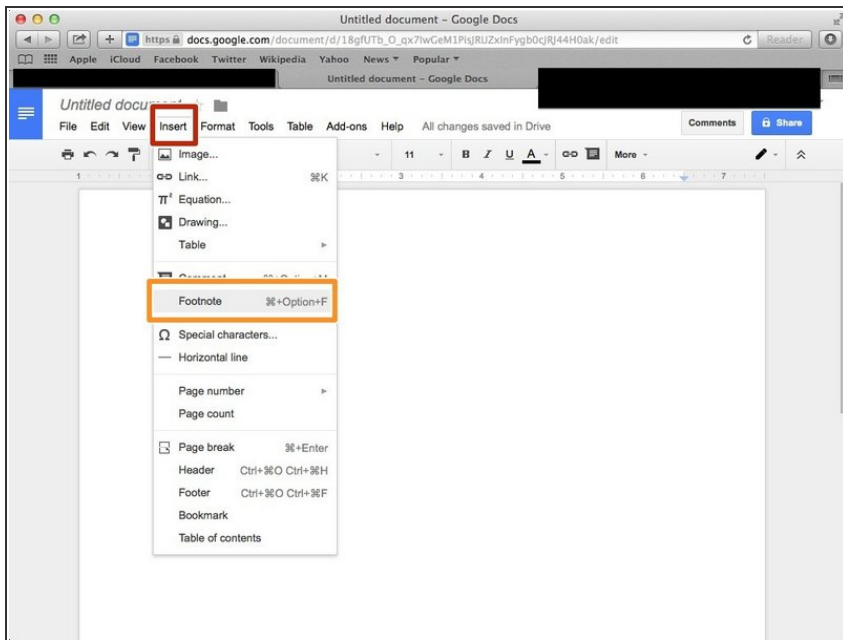
- Click on this button to open a menu of options
- Click on the "Docs" Button

Step 6 — Creating New Google Docs



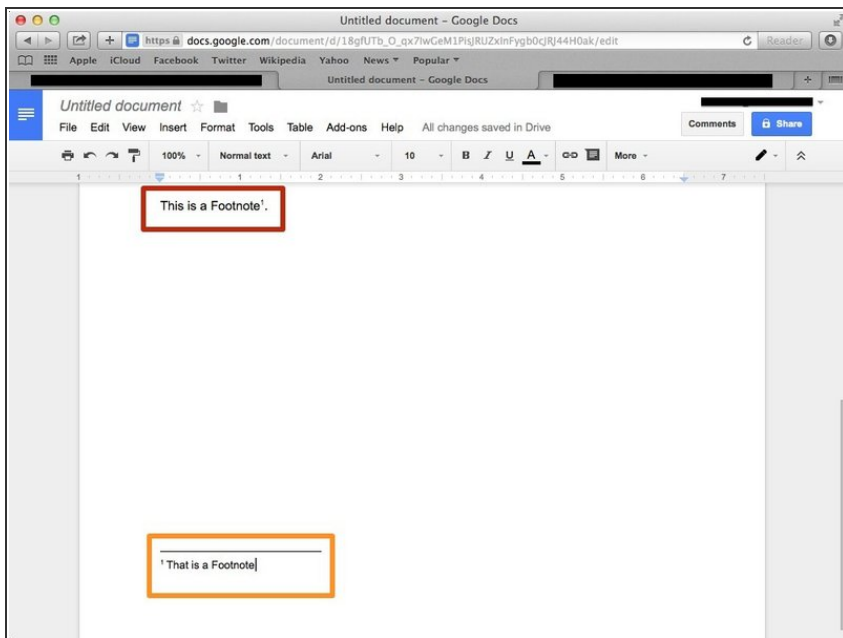
- Click on the red "+" button on the bottom right of the screen to make a new google doc

Step 7 — Selecting Footnote From The Menu



- Click on the "Insert" tab to open a menu of options
- Click on the "Footnote" option

Step 8 — Using The Footnote



- The footnote was created for the word with the small 1 on the right side of it
- Here is the note that is attached to the word