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Inserting Footnotes in Google Docs
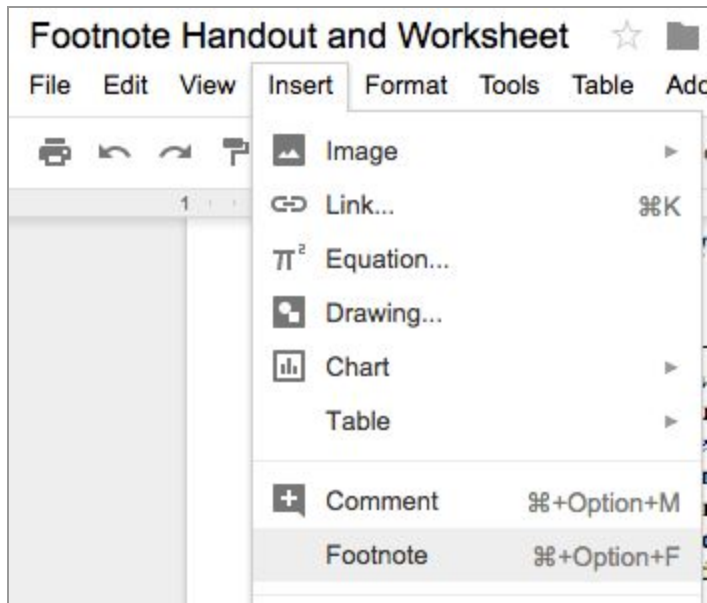
<u>To add a footnote in Google Docs:</u>

1. Place your cursor after the text the footnote will refer to.

> Baron Pierre de Coubertin, founder of the modern Olympic movement, promoted the Olympics to help build a more unified, rational, and harmonious world, saying, "The most important thing in the Olympic Games is not winning but taking part; the essential thing in life is not conquering but fighting well." However, Cermak espouses that the Olympics and other major world competitions are playgrounds

2. Click **Insert**, then select **Footnote** from the drop-down menu.

3. Google Docs will place a **superscript number** in the body of the document AND at the bottom of the page.

> Baron Pierre de Coubertin, fou
> help build a more unified, rational, and
> Olympic Games is not winning but taki
> well."[1] However, Cermak espouses that

4. Type (or copy and paste) the **text** you want to display as additional information at the bottom of the page.

[1] Coubertin, Pierre. "The Olympic Idea, Discourses and Essays," translated by John C. Dixon, Cologne Carl Diem, *Institut an der Deutschen Sporthochschule*, 1966, pp. 19-20.

5. When you're done, press the **Esc** key on your keyboard to return to the body of the document.