

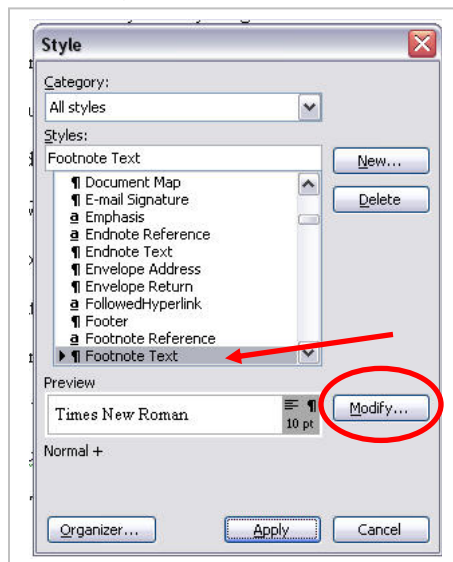
### OVERVIEW

Turabian Style requires footnotes to be formatted in a style other than the default settings used in Microsoft Word. The following instructions will assist you in creating a footnote style that will indent the first line of each footnote at eight spaces from the left margin and double-space between each footnote entry.

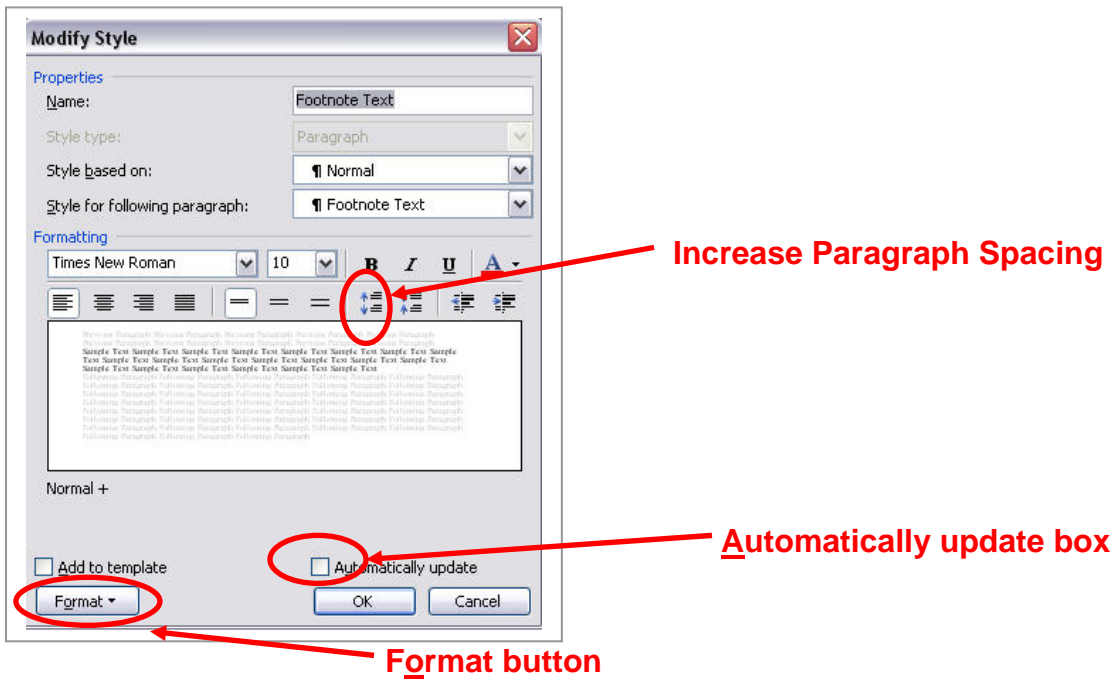
**NOTE:** These instructions are written for Microsoft Word 2003.

### FORMATTING FOOTNOTES

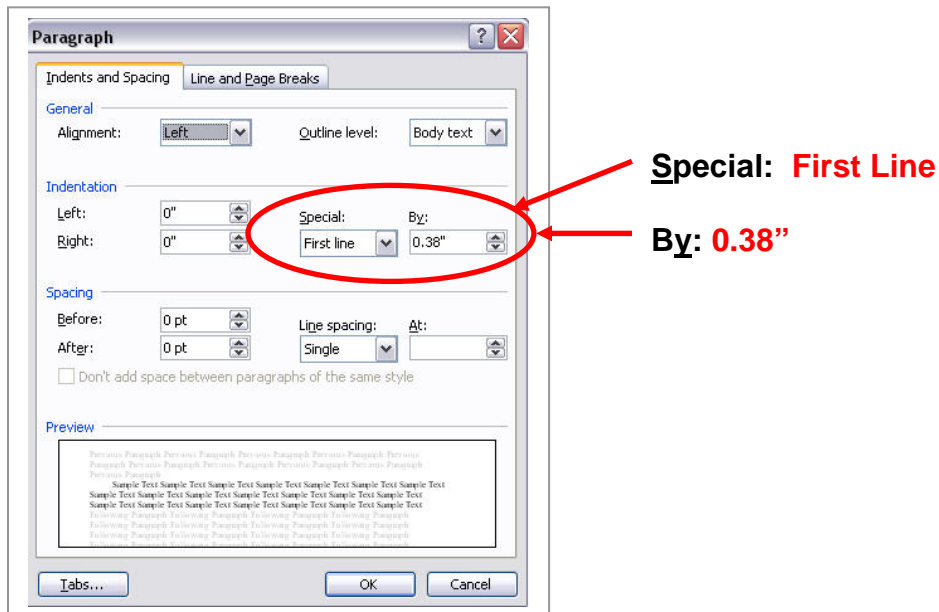
1. With your document open, locate one of your footnotes at the bottom of a page.
2. Right-click on the text of one of the footnote entries and select **Style**. The following box will appear.



3. Select **Footnote Text** (if it is not already selected for you) and then click **Modify...** The **Modify Style** box will appear.



4. Click the **Increase Paragraph Spacing** button one time; click in the box beside **Automatically update**; and then click the **Format** button located in the bottom left corner of the box.
5. Select **Paragraph**.
6. In the **Paragraph** box, on the **Indents and Spacing** tab, change the following settings to read:



7. Click **OK**. Your footnotes should change to the proper format. Future footnotes will also conform to the standards you just set.