

# Insert a Footnote

1. Go to the Content Editor
  - See [Explore the Content Editor](#) for help
2. In the content box, click on where you would like to insert your footnote
  - The position of the cursor marks where the footnote will appear
3. Click the **Add a Footnote** icon
  - See [Explore the Content Editor](#) to find the footnote icon
  - The "Footnotes dialog" window will appear
4. Fill in your footnote text
5. Click **OK**
  - The window will close
  - Your footnote will insert into the text
6. Click **Save**
  - Save is located at the bottom of the "Edit Book page" window
  - The window will close
  - A message will appear confirming the update