Setting a style for Footnote Text

1) Open Styles (this will depend on your version of Word. You will either go to Format, Styles and Formatting, or if 2007, will press the arrow to the right of styles to see all styles.

2) Place your cursor in a footnote and you will see that it says “that the footnote box says footnote text,” and an arrow appears on the right.

3) Press it and select Modify.

4) Check the box “Add to Template”

5) Select format at the lower left hand corner
Setting a style for Footnote Text

6) Select Font.

7) Change the font to times new roman 10.
8) Select OK
Setting a style for Footnote Text

9) Click on Format and Select Paragraph

10) Change settings to match above and select OK
11) Select OK to return to your document