To allow footnotes to appear at the bottom of the page, within Word, you will need to place your cursor at the point where you wish to insert the citation in the body of the text and select **References** then choose **Insert Footnote**.

Then click on the **EndNote X8** tab and select **Go to EndNote**.

Highlight the reference you want to insert from EndNote. From Word, click on **Insert Citation** and select **Insert Citation**.

The selected reference will be inserted into the text of your Word document as a superscript number in the body of the text. The reference will also be added to the footnotes and bibliography, providing that you have the **Chicago 16th Footnote** style selected in the output style.