Microsoft Word on PC or MAC - Chicago Style Paper Formatting Tips

Switch to a desktop/laptop for final formatting - Refer to US Library LibGuides: [Citing Chicago Style](#)

**Should the cover page have a page number? No**
Follow your teacher's cover page instructions for format

**Body of Paper**
- Text
- Footnote
  - Footnote

**Notes**
- Endnote

**Using footnotes or endnotes?**
Check with your teacher

**Can you use a subsequent note or shortened note format?**
Yes, after citing the source for the first time with full note format
Refer to the Chicago Style Quick Guide

**Insert Footnote or Endnote**

**PC Word**
Select References
Click on

**MAC Word**
Select Insert -- Footnote

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Page Numbers
What page number should the paper start with? 2

PC Word
1. Insert - Page Number - Top of Page (Right Margin) - Plain Number 3
2. Add your last name in front of the page number
3. To remove page number from the first page
   - Select Design - Header & Footer Tools
   - Select "Different First Page"

MAC Word
1. Insert
2. Page Numbers -- Top of Page -- Right Side
3. To remove page number from the first page
   - Show numbers on first page
4. Add your last name in front of the page number

Bibliography
Is the bibliography the last page of the paper? Yes
When you are ready to PRINT/EXPORT your Bibliography from NOODLETOOLS you need to be on a desktop or laptop:
1. Position the cursor after the last endnote
2. Keep hitting return until a new page appears with a line across the top
3. Export the bibliography from NoodleTools
4. Copy/Paste the bibliography into your paper from the document
5. Fix Formatting INDENTS & SPACING
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### Remove Endnote and Bibliography line separators

**STEP 1**

**PC Word**
1. Select View -- Draft
2. Select References -- Show Notes
3. Go to Endnotes section

**MAC Word**
1. Select View -- Draft
2. Select View -- Footnotes
3. Go to Endnotes section

### STEP 2

**PC and MAC**

Go to Endnotes section
1. Select Endnote separator
2. Highlight line
3. Delete
4. Select Endnote continuation separator
5. Highlight line
6. Delete
7. Select View -- Print Layout