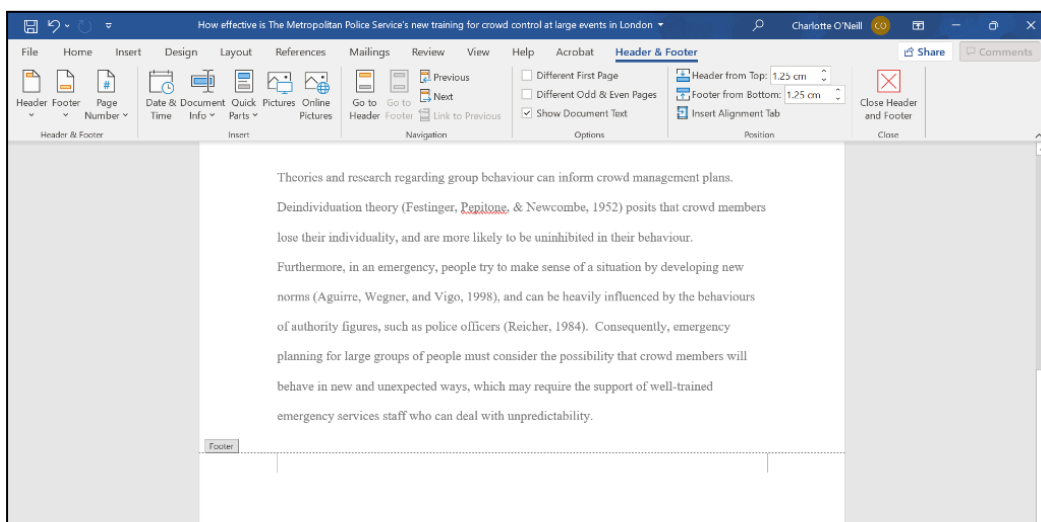
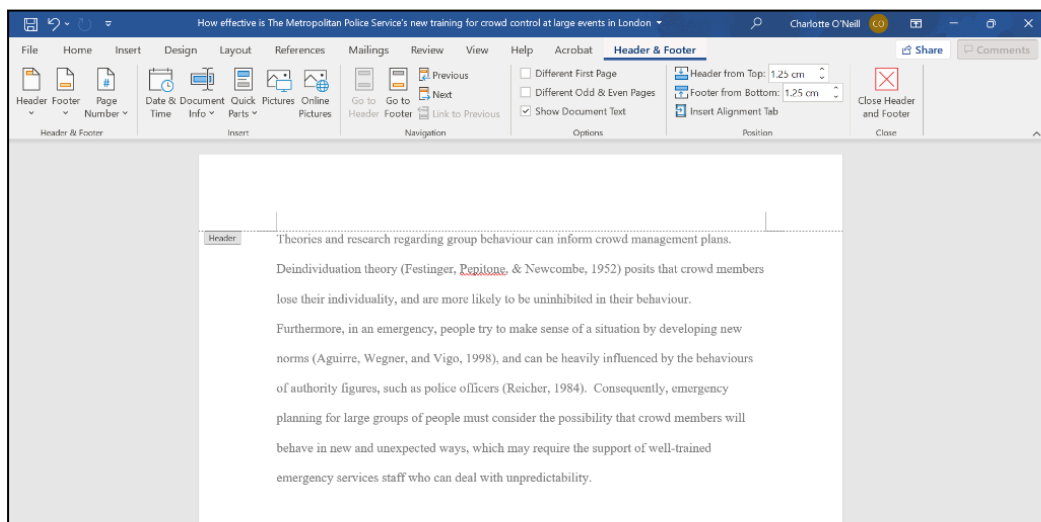


301 Academic Skills Centre Resource: Using Page Numbers, Headers and Footers

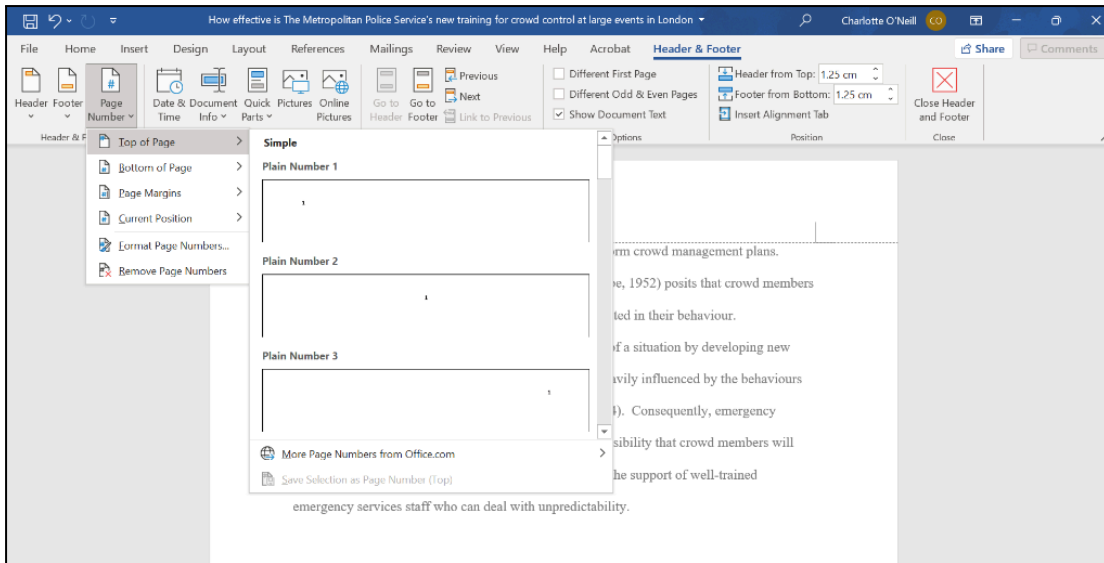
Including page numbers in your assignments makes them more accessible. You may be asked to include these in either the header or the footer of your essay (the blank space above and below where the text would go on a normal page in a document). It may also be helpful to include your registration number and the module code of the essay in the same header or footers that specify the page number.

Using page numbers, headers and footers in Microsoft Word

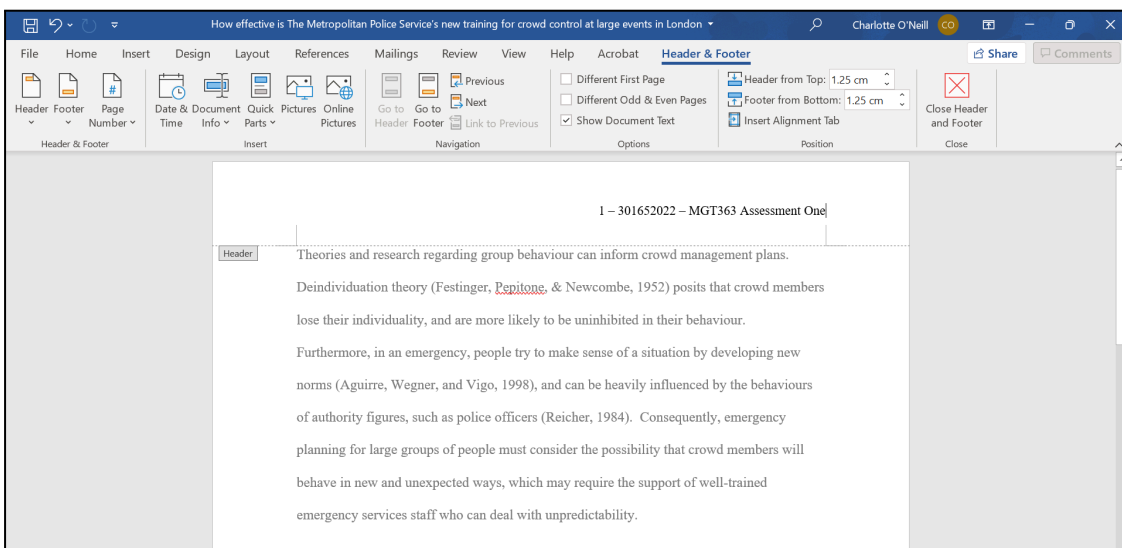
1. To create a header, click into the blank space at the top of your page, above where the text begins. To create a footer, do the same in the space at the bottom of the page. Clicking into either option brings up the Header & Footer tab.



2. To add page numbers, click the page number button in the Header & Footer toolbar and choose whether it's placed within the header or footer. You can choose whether to place it in the centre, left, or right of the header/footer.

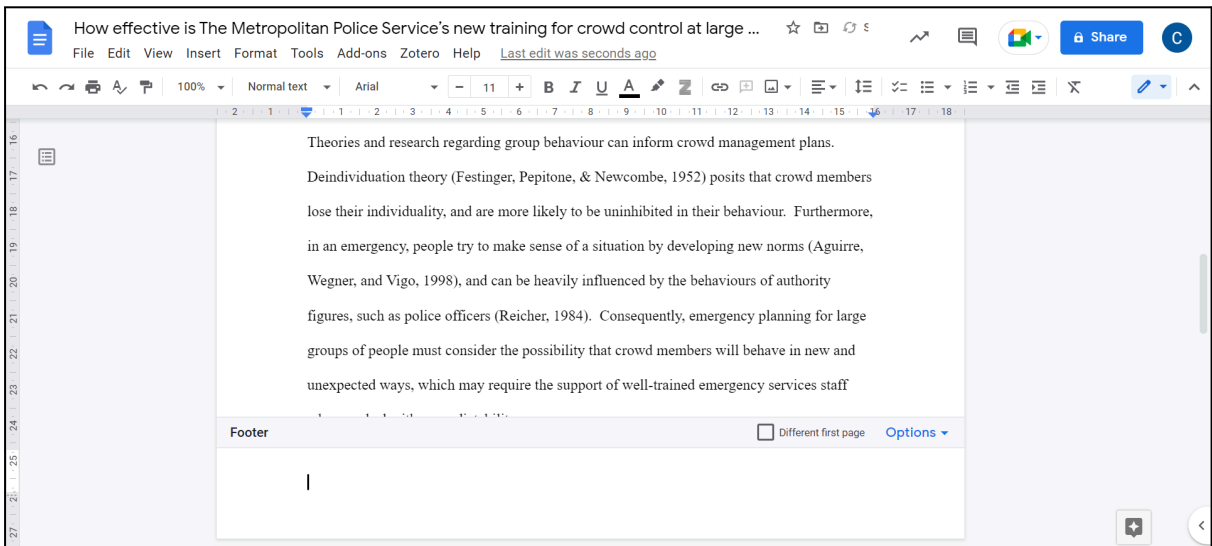
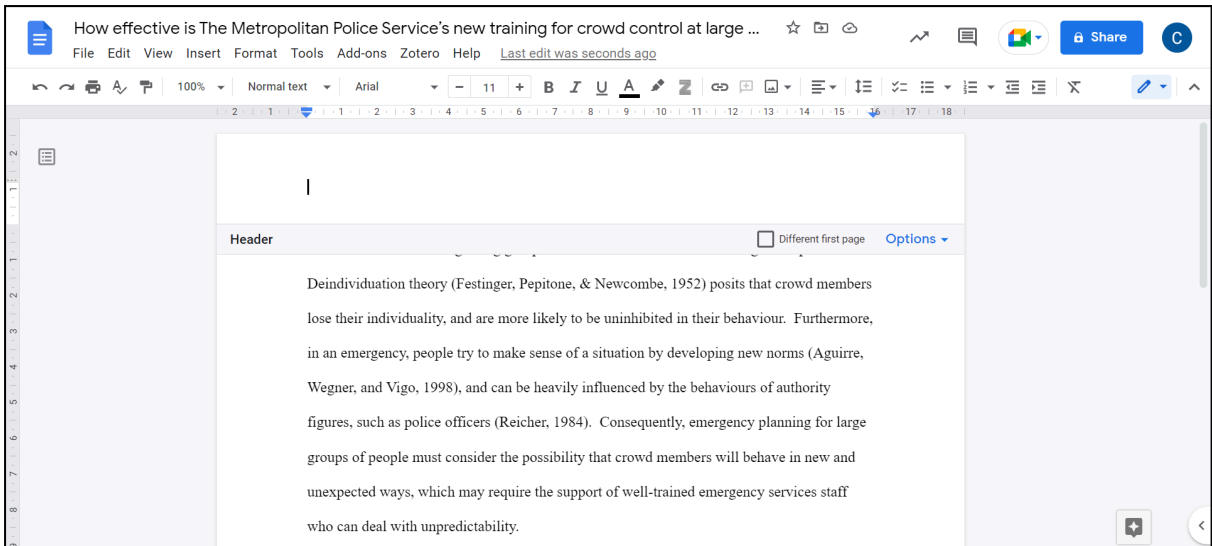


3. Next, you can add any other necessary information to your header or footer, such as your student number and module code. If your assignment is being marked anonymously, don't include your name.

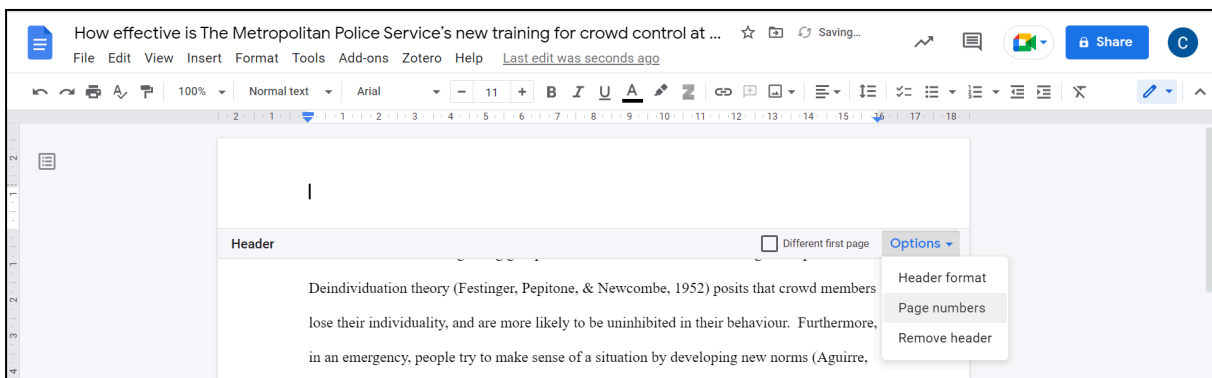


Using page numbers, headers and footers in Google Docs

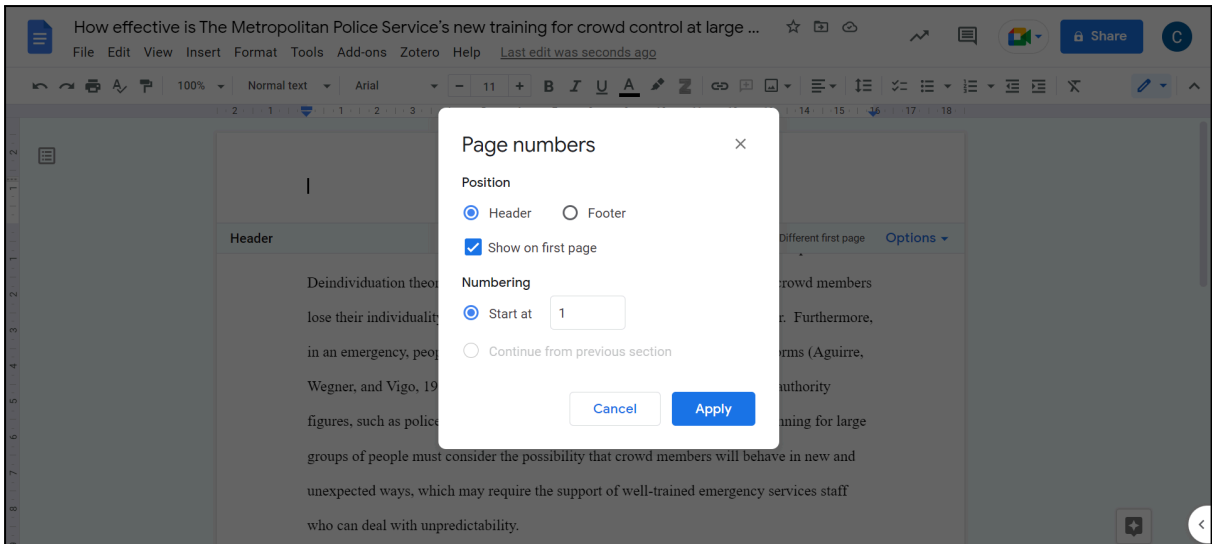
1. To create a header, click into the blank space at the top of your page, above where the text begins. To create a footer, do the same in the space at the bottom of the page. Clicking into either option brings up a grey toolbar.



2. To add page numbers, under the 'Options' drop-down menu that appears when you select your header or footer, select 'page numbers'.



3. This will bring up a pop-up that allows you to add page numbers in the header or footer of the document.



4. Edit the position of the page number using the left/right alignment buttons in the main toolbar. Add any other necessary information, such as your student number and module code. If your assignment is being marked anonymously, don't include your name.

