*The footer includes a centre tab and a right tab. The position of these is defined in the built-in **Footer** style.*

10.   In the **Header & Footer** group, click on **Page Number**, move your cursor to **Current Position** and choose **Plain Number**.

*The next step is to format the page numbering in this section to start at page **1**.*

11.   Click on **Page Number** again and select **Format Page Numbers** to display the **Page Number Format** dialog box.

12.   In the **Page numbering** section, click on **Start at**, check that the number is set to **1** and click **[OK]**.

Now you'll set up the page numbering for the previous section (preface, acknowledgements etc.).

13.   In the **Navigation** group, click on **Previous** to move back a section. Make sure that you are in section **3**.

14.   In the **Navigation** group, click on **Link to Previous** to deselect it.

This will unlink section 3 from section 2. (Section 2 contains the Contents page, which is to have no page numbering.)

15.   Press the **Tab** key twice to move to the right margin.

16.   Click on **Page Number**, move your cursor to **Current Position** and choose **Plain Number**.

The page numbering format for this section should be Roman rather than Arabic numerals, so you need to format it.

17.   Click on **Page Number** again and select **Format Page Numbers** to display the **Page Number Format** dialog box.

18.   At **Number format**, choose **i, ii, iii, …**

19.   Click on **Start at**, check that the number is set to **i** and click **[OK]**.

20.   Click **Close Header and Footer** in the **Close** group.

21.   Scroll through the document examining the headers and footers.

You still need to create a footer containing the name of the degree on the title page.

22.   Press **Ctrl** and **Home** to move to the start of the document.

23.   Scroll down to page **2** and click in the heading **Contents**.

24.   Click on the **Insert** tab and in the **Header & Footer** group, click on **Footer**.

25.   Select **Edit Footer** from the menu at the bottom.

26.   Check you are in section **2** and click on **Link to Previous** in the **Navigation** group to deselect it.