

HOW TO FORMAT PAGE NUMBERS IN A THESIS OR DISSERTATION USING WORD

1. After the pages that you would like counted, but not numbered, you will enter a Section Break. The pages will be in Section 1. (Generally Title page, Abstract Page(s), Copyright page)
2. Move your cursor to the bottom of the page where you want the section break to occur.
3. At the top of the screen, on the ribbon, click on Page Layout. In the Page Setup section, you will see an icon that says Breaks. Click on that.
4. Then, under "Section Breaks" click on Next Page. The next page will start a new section.
5. The preliminary pages you would like to be counted and numbered will be in Section 2.
6. Go to the last page of the preliminary pages.
7. Move your cursor to the bottom of the last preliminary page where you want the section break to occur.
8. At the top of the screen, in the ribbon, click on Page Layout. In that section, you will see an icon that says Breaks. Click on that.
9. Then, under "Section Breaks" click on Next Page. The next page will start a new section.
10. The new pages that need to be counted and numbered (body of the document) will be in Section 3.
11. Now, it is time to number the pages.
12. Double click twice in the footer on the first preliminary page that you want counted and numbered.
13. At the top of the screen click on Insert in the ribbon. You will see that the "Header & Footer" tab is highlighted. At the top of the screen you will see in the Navigation tab that "Link to previous" is highlighted. Unclick that.
14. Click on "Page number" in the header and footer section.
15. Choose Bottom of Page and then centered.
16. Click on Page Number in the ribbon again and click on Format page numbers.
17. Choose number format. A little box will come up. For preliminary pages choose roman numerals (i, ii, iii, etc). At the bottom of the little box, click on Start At and enter the roman numeral that you want numbering to start at. The remainder of the preliminary pages will have roman numerals for the page numbers.
18. On the first page of Section 3 (first page of the body of the document), in the Navigation section, Link to Previous is highlighted. Unclick Link to Previous. Click on Page number in the Header and Footer section. Then, click on Format page numbers.
19. Choose number format. A little box will come up. For body of the document pages choose Arabic numbers (1, 2, 3, etc). At the bottom of the little box, click on Start At and enter the number 1. The remainder of the document will have Arabic numbers for the page numbers.
20. Go back to the first page in Section 1 (preliminary pages that are counted but not numbered). At the top of the page in the ribbon, in the Navigation section, unclick Link to Previous. Then, in the Header & Footer section, click on Page number and then click on Remove page numbers if there are page numbers on the pages. The page numbers in section 1 will be removed. Close Header and Footer.