

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

1. After the pages that you would like counted, but not numbered, you will enter a Section Break. The pages not numbered will be in Section 1. (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 the "Layout" tab. 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 the section break is to occur.
8. At the top of the screen, in the ribbon, click on the "Layout" tab. In that tab, 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, references, appendix) will be in Section 3.
11. To number the pages, double click twice in the footer on the first preliminary page that you want counted and numbered. (Usually the Dedication or Acknowledgements).
12. At the top of the screen click on the "Header & Footer" tab in the ribbon. At the top of the screen, you will see that "Link to previous" is highlighted. Unclick that.
13. Click on "Page number" in the Header & Footer tab. Then click on "Page Number". Make sure the "Position" is set to "Bottom of the page (Footer)" and the "Alignment" is "Centered".
14. Click "Format" in the bottom left. Under "Number Format" select "i, ii, iii..." (lowercase Roman numerals). Under "Page Numbering" select "Start at" and then enter the Roman numeral you want the numbering to start at. Click "OK".
15. Double-click in the Footer of any numbered preliminary page. Select the "Home" tab in the navigation ribbon. If needed, adjust the font and font size of the page numbers to match the font and font size of the general text. This should adjust all numbered pages in Section 2.
16. On the first page of Section 3 (first page of the body of the document), double-click into the Footer. In the "Header & Footer" tab in the navigation ribbon at the top, "Link to Previous" is highlighted. Unclick "Link to Previous". Click on Page number in the Header and Footer tab. Click on "Page Number" in the navigation ribbon. Then click on "Page Number". Make sure the "Position" is set to "Bottom of the page (Footer)" and the "Alignment" is "Centered".
17. Click "Format" in the bottom left. Under "Number Format" select "1, 2, 3..." (Arabic numbers). Under "Page Numbering" select "Start at" and then enter the number "1". This will give the body of the document Arabic page numbers starting with 1.
18. Double-click in the Footer of any numbered preliminary page. Select the "Home" tab in the navigation ribbon. If needed, adjust the font and font size of the page numbers to match the font and font size of the general text. This should adjust all numbered pages in Section 3.

Section 1: Title page, Abstract Page(s), Copyright page: **counted but not numbered.**

Section 2: Dedication (if applicable), Acknowledgements (if applicable), Preface (if applicable), Table of Contents, List of Tables/Figures/Schemes/Algorithms/etc. (if applicable), List of Symbols (if applicable), and List of Abbreviations (if applicable): **lowercase Roman numerals.**

Section 3: Body of the Document, References, and Appendix (if applicable): **Arabic numbers starting with 1.**

*****All page numbers are to be in the same font and font size as the general text*****