## How to Insert Page Numbers in WORD

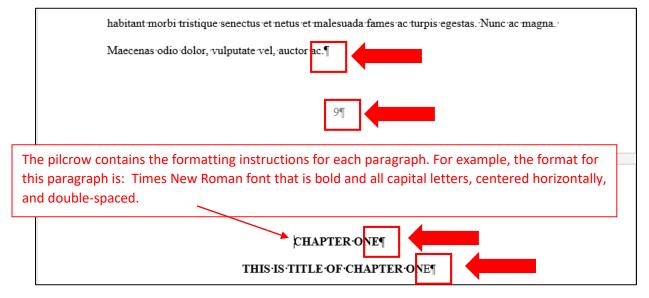
The front matter, from the Committee Page through the Abstract, must be numbered with lower case Roman numerals. The Title Page is page i but it is not numbered. A page number must appear on the Committee Page (page ii) and all subsequent pages, and must not be obscured by text, or a table or figure. All pages following the Abstract are numbered with Arabic numerals. All page numbers in the manuscript must be bottom center, and all at the same location from the bottom edge of the page (0.5 to 0.75 inches). Running heads are not permitted, and neither are page numbers that reference a chapter, such as 1-1, 1-2, 1-3, 2-1, 2-2, 2-3, etc.

## To insert page numbers in accordance with criteria above, follow these steps.

On any page in the front matter,

1. Enable **Show/Hide Formatting** by clicking on the pilcrow (¶) at the top center of the ribbon. Enabling this function will reveal the location of each paragraph and **Page** or **Section Break**.



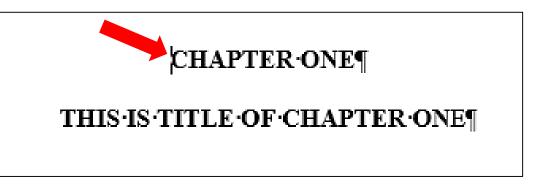


2. To insert lower case Roman numerals in the front matter and Arabic numerals in the remainder of the text requires that the manuscript be divided into two Sections, which is accomplished by

NOTE: Landscape pages in the body of the manuscript or the appendices are additional separate sections. To automatically insert the correct section breaks, use the procedure described in "Landscape Orienting Tables and Figures", which is on The Graduate School web site at Thesis, Treatise, Dissertation >Formatting Guidelines and Template> Formatting Assistance.

inserting a Section Break – one section is the front matter, and the second section is the remainder of the manuscript.

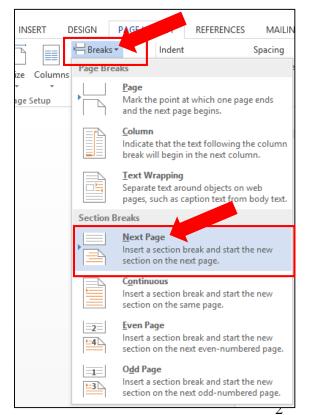
a. To insert a Section Break between the front matter and the remainder of the manuscript, place the cursor before the first letter of the first chapter heading.



b. Go to **PAGE LAYOUT** on the ribbon.

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c. On the **PAGE LAYOUT** menu, click the down arrow to the immediate right of **Breaks**; that will reveal the **Breaks** dropdown menu. Highlight **Next Page**, and click the left mouse button which will insert a **Section Break**.



The **Section Break** is denoted by a double dotted line after the pilcrow. All content that precedes the double dotted line is the front matter section, Section 1; all content after the double dotted line is Section 2.

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Maecenas·odio·dolor, vulputate·vel, auctor·ac.¶Section Break (Next Page)	
CHAPTER ONE	
THIS IS TITLE OF CHAPTER ONE	

- 3. The next step is to insert page numbers.
  - a. Go to any page in the front matter. Click **Insert**, then click **Page Number**.
  - b. On the **Page Number** dropdown menu move the cursor to **Bottom of Page**; this will reveal the page number location options for the bottom of the page.
  - c. Move the cursor to **Plain Number 2**, then click. This will insert page numbers at the bottom center of the page. Also, the Header & Footer Tools will be enabled as shown on the next page.

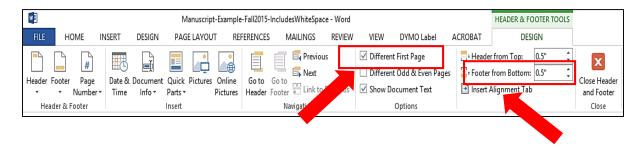
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Page view after completing Step 3c.

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CHAPTER ONE
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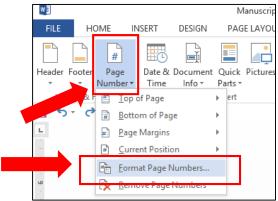
- 4. Next, set the **Footer from Bottom** to a value between 0.5 and 0.75 inches; this value is the width of the white space between the page number and bottom edge of the page. This value must be the same for all Sections of the manuscript.
- 5. Place a check in the box next to **Different First Page** so that no page number appears on the Title Page. (This box must be unchecked in Section 2, as well as sections created to accommodate landscape-oriented pages).



- 6. Next, change the page numbers in the front matter from Arabic numerals to lower case Roman numerals.
  - a. Drag the cursor over any page number in the front matter so that the page number is highlighted.

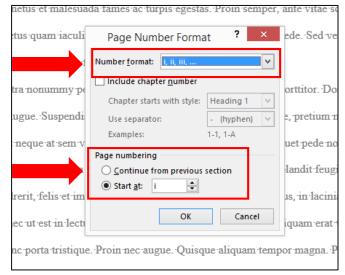


b. Click on **Page Number**, and then **Format Page Numbers**.

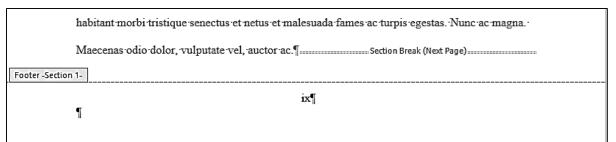


c. From the **Number format** dropdown menu, select lower case Roman numerals, and for the **Page numbering** option select **Start at** and then select **i**; then click **OK**.

Double click on any part of the page to disable the Header & Footer Tools.



7. After completing Step 6c, the front matter will be numbered with lower case Roman numerals, with the first numbered page being page ii, the Committee Page. The first page after the Abstract will be numbered with the Arabic numeral 1.



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8. The final step is to close the **Header & Footer Tools** ribbon by clicking the **X** in the red box.

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