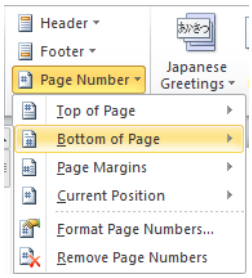
ADDING PAGE NUMBERS

Microsoft Word provides you with the option of selecting a numbering style (e.g. "Roman Numeral", "Arabic") and gives you the option of selecting the "starting at" number. You can set the page numbers for your entire document, or if you need more control, you can do it section-by-section as well.



If you want continuous pagination that is all in the same format, go to the **Insert** tab, and in the **Header & Footer** group, click on the **Page Number** icon. Choose the appropriate placement of the number and a style.

Graduate School guidelines require that the page numbers begin on the *third* page of your document and the page number on that page should be Roman numeral "iii". Page numbering should continue on in Roman Numerals until the first page of Chapter 1 is reached. At that point, the numbering should restart in Arabic ("1, 2, 3…").

To accomplish this, you must divide the document into different "sections", break them apart (so they can have different page number formatting), and **then** add the page numbers.

See sections below on how to achieve this.

STEP 1: USING SECTIONS TO CONTROL PAGE NUMBERING

The following instructions demonstrate numbering a thesis document according to Graduate School guidelines. These steps assume you are including a title page, an approval page, abstract and acknowledgements and other front matter, and then the body of your dissertation.

1. Put your cursor before the first letter of "Abstract" or whatever is the first thing that comes after your approval page.
2. On the **Page Layout** tab, in the **Page Setup** group, click on the **Breaks** icon ( ) and select *Next Page* under the *Section Breaks* section.
3. If you turn on the paragraph markers (¶), you should now see a section break on the previous page.
4. Put your cursor before the first letter of your first chapter and repeat steps 2 and 3.

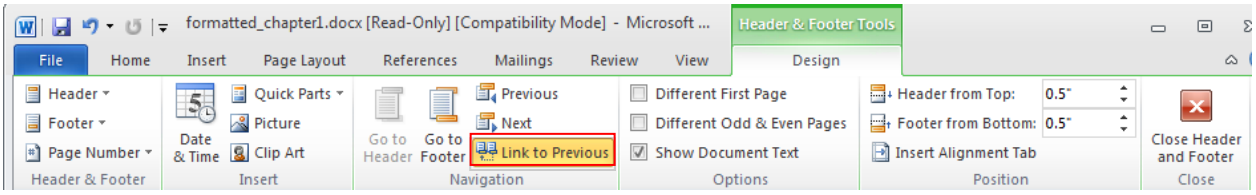
You have just separated your dissertation into sections. If you want to see what section you are working in, at the left end of the Status Bar (at the bottom of your Word document), Word tells you what page you are on, how many words are in your document, which section you are in, and so on.

If you don't see the section information, *right-click* on the Status Bar, and select **Section** in the menu that appears.

STEP 2: BREAKING THE CONNECTION BETWEEN SECTIONS

By default, the headers and footers of each section are connected to those of the sections before and after it. Therefore, if you want different page number styles to vary from one section to the next (such as Roman or Arabic), you'll need to break the connection between the sections. Particularly with landscaped pages, it is often helpful to break the connection in the header as well as in the footer.

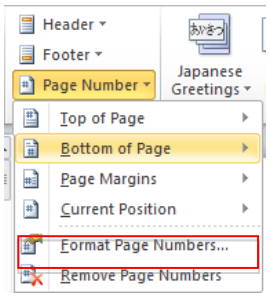
1. Put your cursor on the first page that needs the Roman numeral.
2. On the **Insert** tab, in the **Header & Footer** group, click on the **Footer** icon and select *Edit Footer*.
3. You should now be in the footer of that page; in the **Header & Footer Tools Design** tab, in the **Navigation** group, unlink this section's footer from previous sections' footer by clicking the highlighted **Link to Previous** icon (see image below).
4. Put your cursor in the header area, and again click the highlighted **Link to Previous** icon.
5. Scroll down to the first page of the body of your dissertation (the chapters), make sure your cursor is in the footer, and click the highlighted **Link to Previous** icon again.
6. Repeat for the header area.



You have now successfully unlinked footers of these sections. Any page numbers you put in the body of your document will not affect the page numbering of your front matter, and vice versa.

STEP 3: ADDING THE PAGE NUMBERS

1. Scroll up to the section that contains your front matter and click in the footer of any page (don't do anything for your title page and other pages that don't require a page number).
2. On the **Insert** tab, in the **Header & Footer** group, click on the **Page Number** icon and select the positioning you would like. Generally, *Bottom of the Page* is the choice, and either *Plain Number 2* (centered) or *Plain Number 3* (right aligned).
3. To change to Roman Numerals, on the **Insert** tab, in the **Header & Footer** group, click on the **Page Number** icon and select *Format Page Numbers…* to set the "start at" number and the style of numbering.



4. Scroll down to the first page of the next section (where your chapters start) and click in the footer.
5. Repeat steps 2 and 3 to set the page numbers for this section. We have noticed in Office 2010 that sometimes when you insert the page number in the chapters' sections it automatically turns to Arabic. If that is the case, then you just need to follow step 3 to make it start at 1.