Page Numbering

Thesis and dissertation formatting requires different page numbering styles within the same document—for example, lower-case Roman numerals (i, ii, iii) for the front matter, and Arabic numerals (1, 2, 3) for the body of the document. To create the different page numbering styles as required, you will first set up the lowercase Roman numerals, then insert a section break, then set up the Arabic numerals.

To add page numbers to a document:
1. Click on the Insert tab.
2. Click on Page Number and from the drop-down list, choose Page Number.
3. In the Page Numbers box, use the Position drop-down box to choose a vertical location for your page number.
4. Use the Alignment drop-down box to choose a horizontal location.
5. Uncheck the box that reads, “Show number on first page.”
6. Click the Format... button.
7. In the Page Number Format box, select the lower-case Roman numerals from the Number format drop-down item and then click OK in both the Page Number Format and the Page Numbers boxes.

The lowercase Roman numerals are for the front pages only. To set up the Arabic numerals for the main body of the document, you will need to install a section break.
Installing the section break:

8. Open the Show All Characters view from the Word Home tab.

9. Place the cursor above the page break mark on your Table of Contents page. (If you don’t have a table of contents page already, see Inserting Title and Acceptance Pages, above, and designate a blank page for each of the items listed.)

10. From the Layout tab, click on Breaks to open the drop-down menu and select Next Page.

In the Show All Characters view, the section break will appear as follows:

To delete a section break, place your cursor on the section break and backspace or delete.

Now that the section break has been installed, you can change the page numbers in either section. Notice how the pages are still consecutively numbered, though, for now.
To set up Arabic numerals in the second section:

11. Double-click in the header area of Section 2 (or the footer area if your page number is at the bottom of the page) to open the Header and Footer Tools menu.

12. De-select Different First Page then click Page Number then Format Page Numbers.

13. In the Page numbering section, select the option Start at. Type a 1 in the box if it doesn't fill in for you automatically.

14. When finished, click OK.

15. Use the gray X icon to Close Header and Footer and return to the main body text.

If you make a mistake while formatting page numbers, simply click the Undo button as many times as necessary to return your document to a clean state. Trying to undo the settings by changing them back often does not work well.