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.
3. Choose a vertical alignment for your page number.
4. Choose a horizontal alignment for your page number.

Once your page number is selected, it will appear in your document and the Header & Footer Tools menu will appear at the top of your screen.
5. Thesis and dissertation formatting requires that the first page of the document appear without a page number. To remove the page number here, click Different First Page.

6. You will now need to format the page numbers to appear as lowercase Roman numerals (i, ii, iii...) rather than as Arabic numerals (1, 2, 3...), so click on Page Number again (it now appears on the left side of the menu) and choose Format Page Numbers from the drop-down menu.

7. In the Page Number Format box, choose i, ii, iii... from the Number format drop-down menu and click OK. Your pages (except for the first) should now be uniformly labeled with lowercase Roman numerals.

8. Click the red X icon to Close Header and Footer menu.

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:

9. Open the **Show All Characters** view from the Word **Home** tab.

10. Place the cursor at the bottom of 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.)

11. From the **Page 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:

13. 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.

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

15. In the Page Number Format dialog box, change the Number format to 1, 2, 3... and 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.

16. When finished, click OK.

17. Use the red 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.

To delete page numbers, double-click in the header or footer area where the page numbers are located, highlight the page number and click Delete.

Warning: This will remove the page numbers from the entire document but not necessarily the page number settings you have already put in place.