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. On the Document Elements tab, click Page #.
2. In the Page Numbers dialog box, choose where you would like the page numbers to appear.
3. The Show number on first page box should be unchecked. This box is unchecked by default. Leaving it unchecked, your document will have no number on the first page and will begin numbering with 2 on the second.
5. In the Page Number Format box, click the Number format drop-down menu and ensure that the page numbering for the document is set to i, ii, iii... (Roman numerals). Click OK to update the number formatting.
6. Now click OK in the Page Numbers box to confirm those settings as well. Your document should now show Roman numerals on all pages but the first.

Installing the section break:

7. Click on the Show/Hide icon in the top menu so that you can see the section break as you install it. If you do not see this icon in your Word toolbar, click View then Toolbars, then click to check Standard. The icon should appear in a new toolbar just below the document title.
8. 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.)
9. From the Layout tab in the Page Setup group, click Break and then choose Next Page.
The section break will look like this:

However, if your cursor was very close to the right edge of the text in your document when you inserted the section break, you may only see a blue double-line:

To delete a section break, open the draft or outline view (View → Outline), place your cursor on the section break and backspace or delete.

To set up Arabic numerals in the second section:

1. Place your cursor within the second section of the document.
2. From the Document Elements tab, click on Page #.
3. In the Page Numbers dialog box, check the option, Show number on first page then click on Format.
4. In the Page Number Format box, set the Number format drop-down to Arabic numerals (1, 2, 3...), and check Starts at, then fill in the number 1 (if it isn’t done for you) in the Page Numbering section.
5. Click on OK in the Page Number Format box and again in the Page Numbers box.

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 remove 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.**