

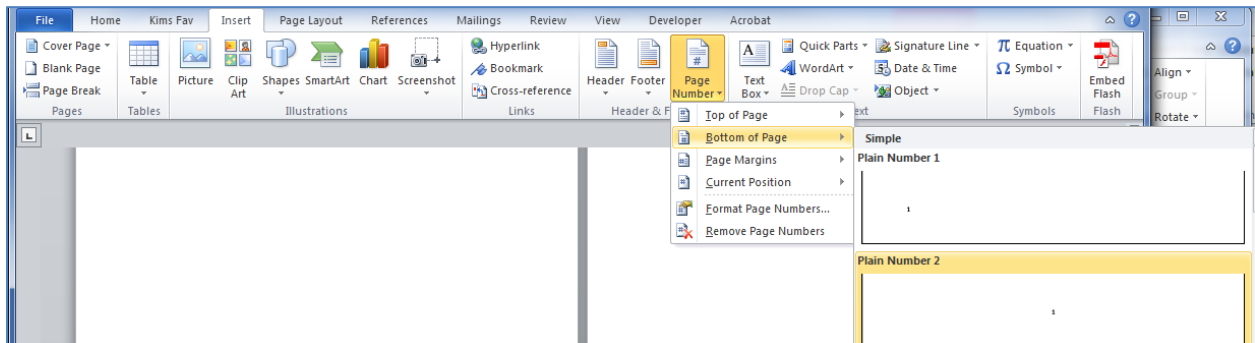
Thesis Page Numbering *-Roman Numerals to Arabic Numbers*

1. Insert Page Number

Go to page where roman numerals will start.

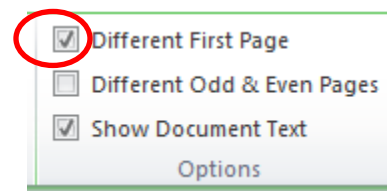
Insert tab | Header & Footer group | Page Number

Choose a number format



To remove page number on title page(1st page),
check Different First Page

*Header & Footer Tools/ Design tab | Options group |
Different First Page*

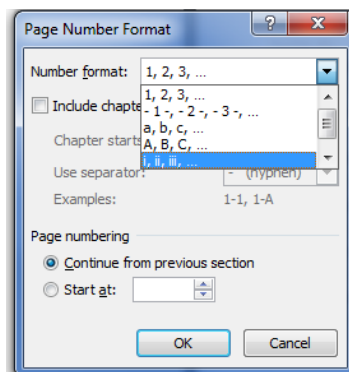
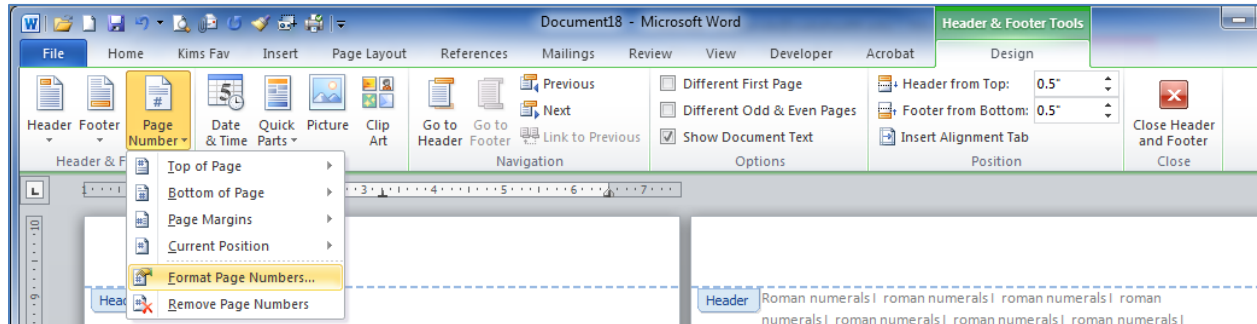


At this point, numbers will probably default to Arabic numbers. (1,2,3...)

↪ If footer is not selected (turned off),
*Header & Footer Tools/ Design tab will
not be available.* Click in footer area to
display this tab.

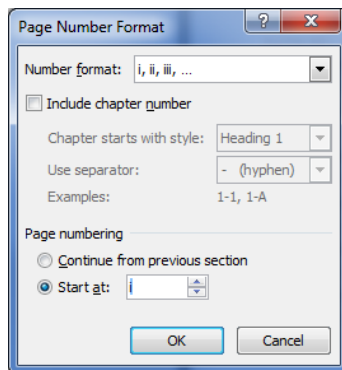
2.. Format as Roman Numerals (i, ii, iii, ...)

Header & Footer Tools/ Design tab | Page Number | Format Page Number



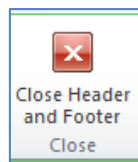
Change to roman numerals | OK

*****If you do not want the title page to be counted as page one (second page will start numerals at i)*****



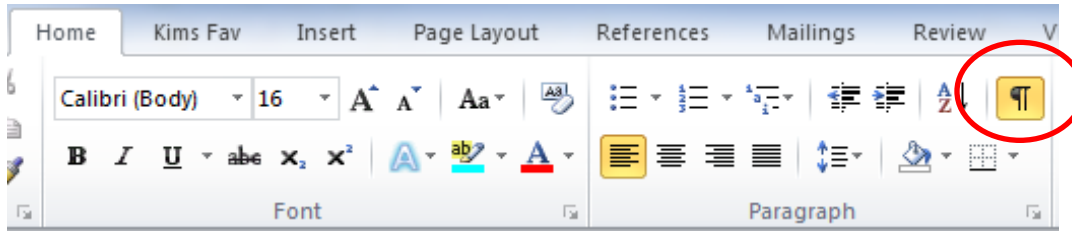
Change Page numbering | Start at i

Close Header & Footer tab



At this point all pages will be numbered as Roman Numerals.

*****It is help to view the formatting marks, Home tab | Paragraph group | Show/Hide*****

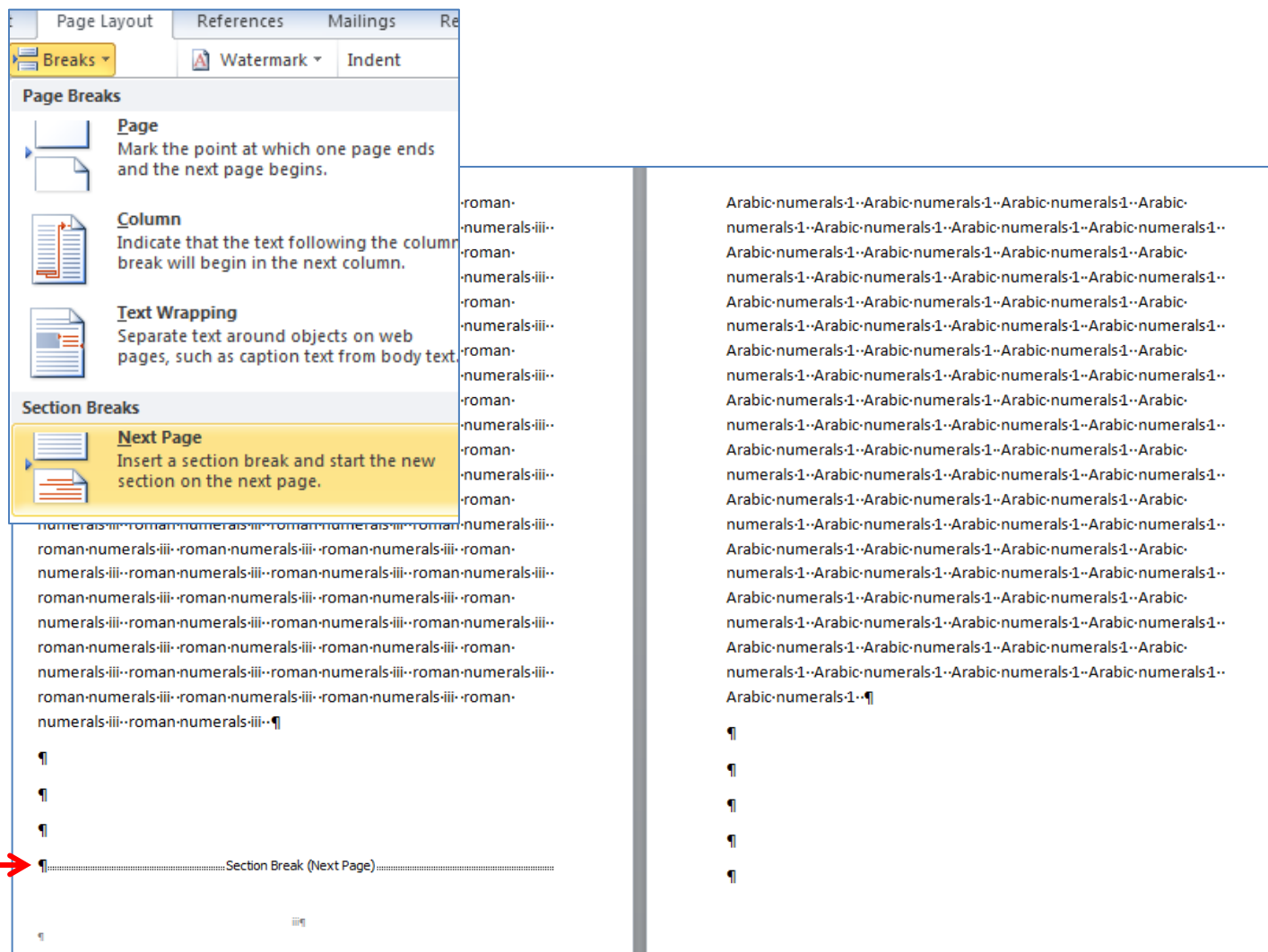


These marks will not print, but you may turn off by clicking Show/Hide again.

3. Insert a Section Break

Go to the end of the page where you want the Roman Numerals to end.
(Arabic Numbers will start on next page)

Page Layout | Page Setup group | Breaks | Sections Break – Next Page



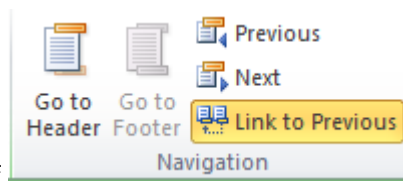
4. Add Arabic Numbers (1,2,3 ...)

Go to page where Arabic numbers will begin.

Add Page Numbers

Insert tab | Header & Footer group | Page Number

Numbers will display as roman numerals.



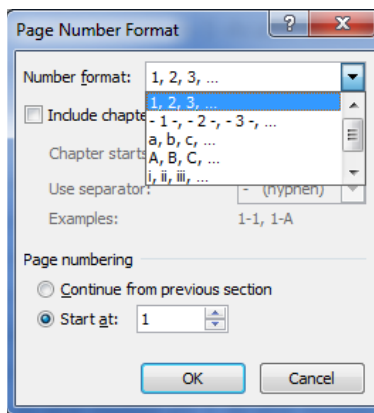
Click **Link to Previous** to turn off.

Header & Footer Tools/Design tab | Navigation group | Link to Previous



5 Format as Arabic Numbers

Header & Footer Tools/Design tab | Page Number | Format Page Number (see step #2)

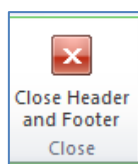


Change Number format to Arabic numbers (1,2,3,..)

Change Page numbering | Start at 1

6. Check your work!

Close Header & Footer tab



Make sure pages are numbered as needed.

Be sure to save your work!!!!

