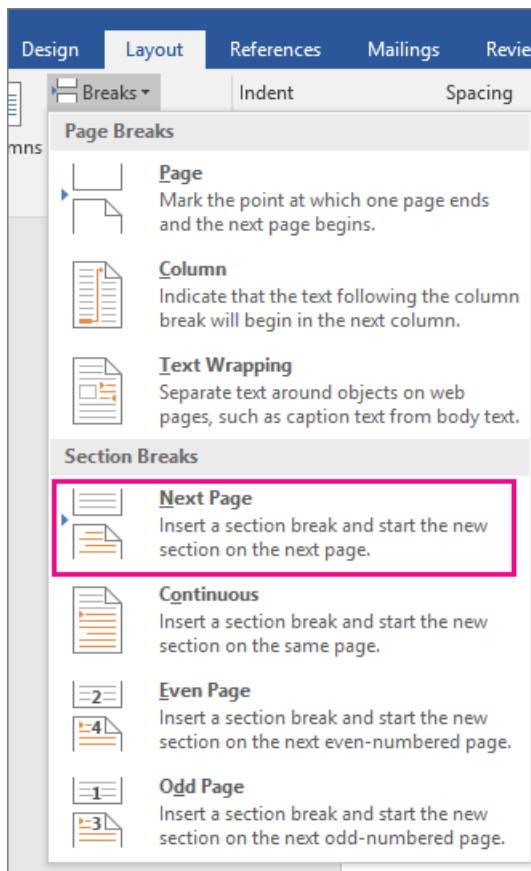


Thesis Page Numbering

1. Divide thesis into sections
 - a. Section 1
 - Title page
 - Copyright page (optional)
 - b. Section 2 Front Matter
 - Unsigned Submittal Page (always page ii)
 - Abstract (always page iii)
 - Table of Contents
 - List of Figures
 - List of Tables
 - List of Equations (if applicable)
 - List of Symbols (if applicable)
 - Acknowledgments
 - Dedication Page (if applicable)
 - c. Body of Thesis
 - Chapters –Chapter 1 is always page 1
 - References
 - Bibliography (if applicable)
 - Appendices (if applicable)

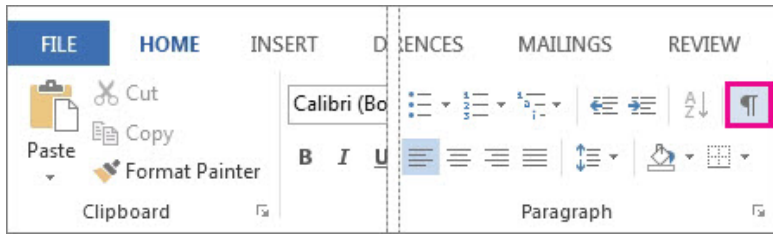
2. Add section break at the end of each section
 - a. Click at the end of the last page of a section
 - b. Click **Page Layout > Breaks > Next Page**.



3. View Section Breaks:

- To see where the breaks are located, or
- *To remove a section break (click before the break>delete), if necessary*

a. Click Home > In the Paragraph Section, Click



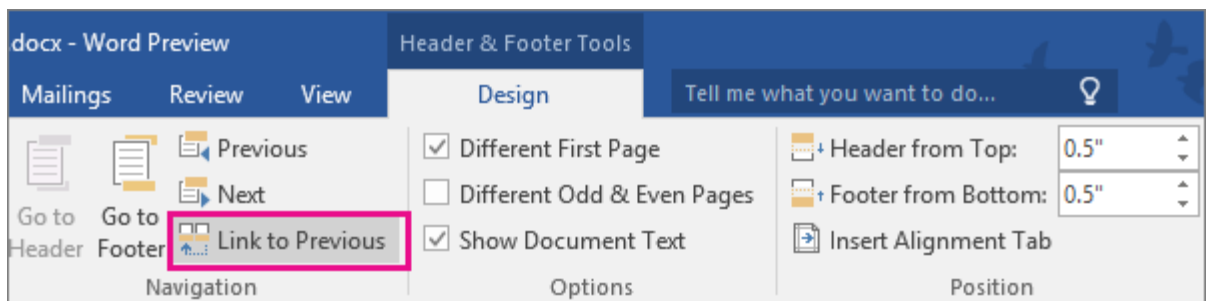
b. The section breaks will look like this:



4. Unlink section 2 from section 1. *Since section 1 does not have page numbers, this will allow you to start page numbering in section 2.*

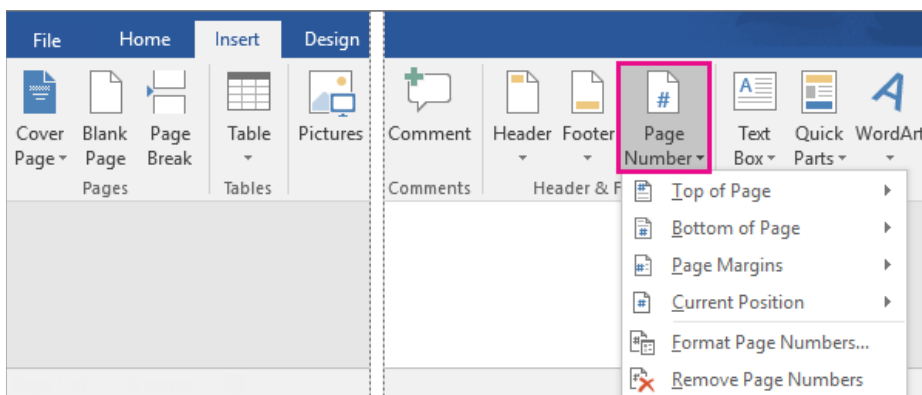
Note: You should do this before adding page numbers.

- Double-click in the footer area of the unsigned Submittal Page (beginning of section 2)
- Word displays the Design tab under Header & Footer Tools.
- In the Navigation area, click Link to Previous to turn it off and unlink the footer in section 2 from section 1 (the previous section).



5. Add Page numbers

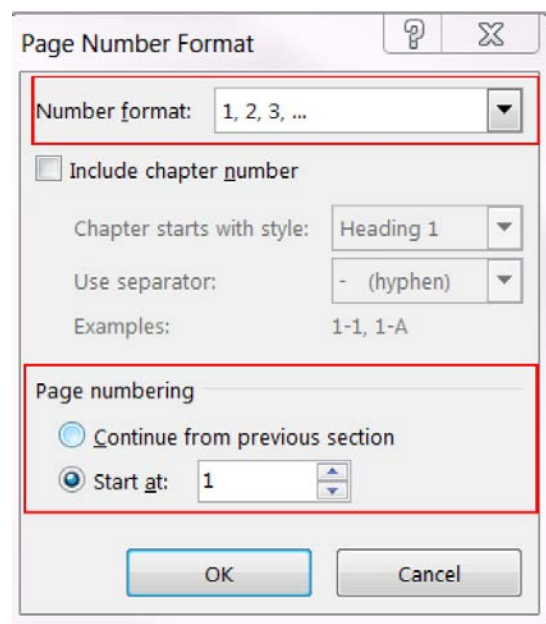
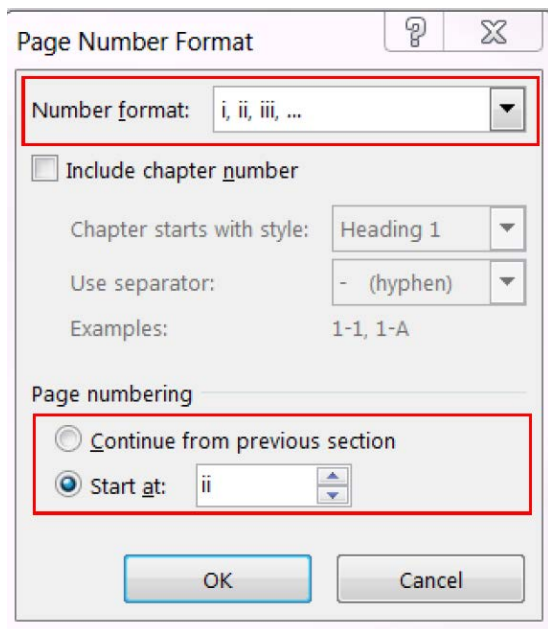
- Go to the unsigned Submittal Page
- Click Insert > Page Number > Plain Number 2 (Centered-bottom of page)



d. Format Page Numbers in Sections 2 and 3.

- You do not need to format page numbers in section 1, because it does not have page numbers.

- e. Format page numbers in section 2 with lower case Roman numerals.
- Double click in the Footer area of the unsigned Submittal Page (if the footer is already open, you do not need to double click, just click once in the footer)
 - Click Insert > Page Number > Format Page Number
 - Number Format = i, ii, iii
 - In the Page Numbering Section,
 - Start At: ii > OK



- f. Format page numbers in section 3 with Arabic numerals
- Double click in the Footer area of Chapter 1
 - Click Insert > Page Number > Format Page Number
 - Number Format = 1, 2, 3
 - In the Page Numbering Section,
 - Start At: 1 > OK

6. When you are done formatting page numbers in both sections, click Close Header/Footer.

