

## INSTRUCTIONS FOR PAGE NUMBERING

Preliminary pages are numbered with Roman numerals - bottom, centered, one inch margin.

All other pages are numbered at the top right, one-inch from the top and one inch from the right.

Some pages are counted but not numbered.

### **Page Setup:**

Margins: Top 1.25  
Bottom 1.25  
Left 1.5  
Right 1.

Set headers and footers 1" from the edge.

### **How to get the page numbers in the right place:**

You must put a **section/page break** before each page that will require a change in how it is numbered. Go into "**Insert**" then "**Break**" and then click on the little circle that says "**next page**" under "**section breaks**." This will start a new page for you.

Next, go into the **header** (under the **View** menu). On the header menu, the fourth icon from the left is "**same as previous**." It will say "same as previous" above the header box; click on this icon to remove that language. This disconnects the header from the previous section. You must go into the footer and do the same thing.

Each place that requires a new page number must be a new section, and the headers and footers must be disconnected from the previous sections. Otherwise, whatever commands you give to the header or footer will be applied to all pages that precede it.

Now any page numbering commands you give to that section will not affect the section before. You can tell it to number at the bottom, to not number at all, or to number at the top.

Remember that the Endnotes section, works cited and appendices are numbered as text. Also, remember that these sections are preceded with a half-title page, a plain piece of paper with ENDNOTES or WORKS CITED or REFERENCES etc. typed in the middle of the page. These pages are counted but not numbered, so you are going to have to put section breaks in to produce unnumbered pages for the half-title pages.