
Pagination Formatting for Theses/Projects

— A Helpful Guide —

Pagination Formatting

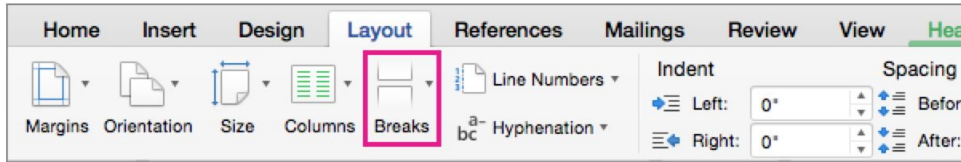
To have different page numbers or number formats one part of your document and another sequence or format in another part of the same document, you first divide the document into multiple sections. Then, you specify styles and starting numbers for sections that you want to have a sequence or format that is different from preceding sections.

For example, if you want to use lowercase Roman numerals (i, ii, iii...) for page numbers in the front matter, such as the introduction and table of contents, and standard Arabic numerals (1, 2, 3...) for the subsequent pages, you add a section break between the front matter and the rest of the document. Then you format the page numbers in each section and select the style of numbering that you want.

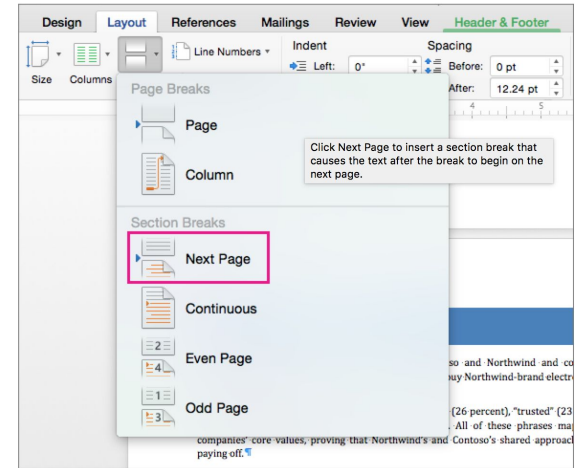
Pagination of Your Thesis/Project

The following procedure describes how to add a section break at the first page of a section to separate its numbering from the preceding section and then choose the style of the page numbers.

1. Place the cursor at the start of the first line on the page where you want numbering to be different from that on the preceding pages.
2. Click **Layout** to display the **Layout** tab.

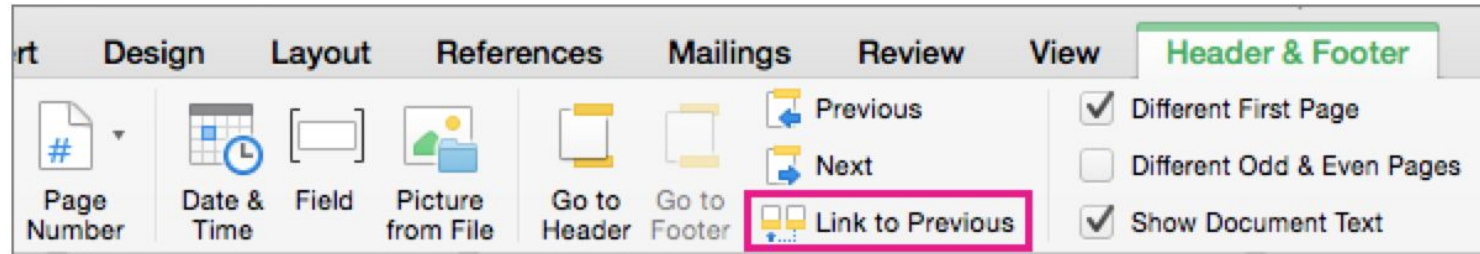


3. Click **Breaks**, and then click **Next Page**.



Pagination of Your Thesis/Project

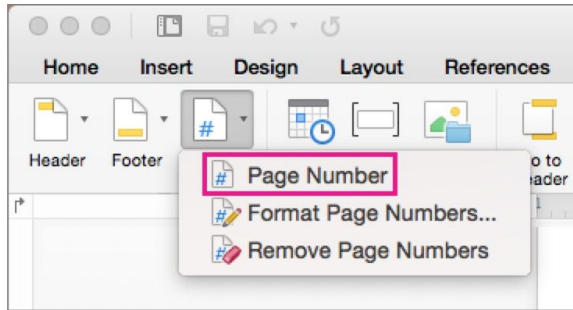
4. On the page after the section break, double-click in the header or footer area where you want to display page numbers. Word opens up the header or footer for editing and automatically displays the **Header & Footer** tab.
5. Click **Link to Previous** to deactivate the connection and disconnect the current section from the previous section.



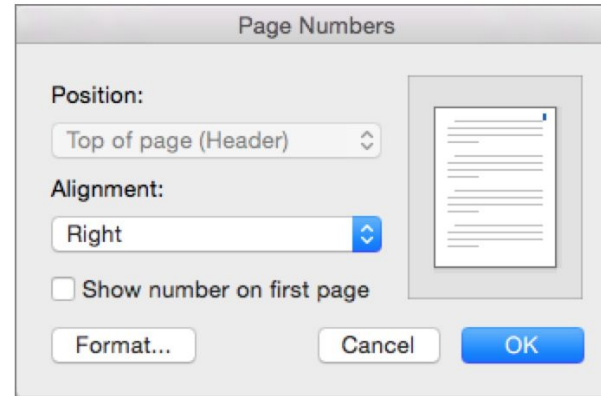
NOTE: Headers and footers are linked separately, so if your page number is in the header, turn off linking for headers. If your page number is in the footer, turn off linking for footers.

Pagination of Your Thesis/Project

6. On the **Header & Footer** tab, click **Page Number**, and then click **Page Number**.



Word displays the **Page Numbers** dialog box.



7. In **Page Numbers**, choose the position and alignment of page numbers, and then click **OK**.

Pagination of Your Thesis/Project cont'd.

8. To choose a format or to control the starting number, on the **Header & Footer** tab, click **Page Number > Format Page Numbers**
9. If you want to change the numbering style, select a different style in the **Number format** list
10. If you want to change the starting page number of the newly created section, select **Start at**, and then enter a number.
11. Click **OK** to accept your changes and close **Format Page Numbers**.
12. If you are done making changes in the header or footer, click **Close Header and Footer**, or double-click outside of the header or footer in the document.

