HOW TO FORMAT PAGE NUMBERS FOR YOUR THESIS

This page represents your title page.

**Step 1:** Once you’ve formatted your title page as you want it, hit Control + Enter (or Command + Enter for Mac users). This will automatically ensure that the next part of your thesis starts and stays on the next page, no matter how many adjustments you might make.

You can also use this in the body of your thesis, such as when you want to start a new chapter on a new page. Then if you have to add or delete information, you won’t have to readjust the entire thesis; everything will just automatically start on the correct page.

This represents your signature page. Keep scrolling for step 2.

**Step 2:** Put a section break here, at the top of your abstract page, before you type anything. Your page numbers will not work properly unless you place a section break before the text. To do that, go to Layout. Select Breaks. Select continuous.

(Note: There is another way to add a section break listed on page ii of this document. You may want to look at that one and decide which method you prefer; either will work for page numbering purposes.)

**Step 3:** Insert page numbers as you ordinarily would in a paper for a class. Go to Insert. Select Page Number. Find the correct position of the page number and select it. Arabic numerals will appear at the bottom of all pages in the document; your abstract page should appear as page 3.

**Step 4:** Double click the page number of your abstract page to highlight it only. Select the Page Number menu. Select Format Page Numbers. Use the dropdown menu to choose lowercase Roman numerals. Select “Start at” and make sure the box beside this option says i. Once you’ve applied this setting, note that your abstract page is numbered i but that the title and signature pages are still numbered 1 and 2.

**Step 5:** Double click the lowercase i to highlight it again. A dotted line will appear above it. On the right end of the line, a gray tab will say “Same as Previous.” A Design tab should open in the toolbar at the top of your document. Under Design, the words “Link to Previous” will be selected in gray. Click this once; when you move your cursor away, they should no longer be selected. The words “Same as Previous” will disappear from the dotted line above the page number. This disconnects the abstract and subsequent pages from the title and signature pages.

**Step 6:** Return to the title page. Double click the page number 1 and delete it (you may have to tap the delete key more than once for this to occur, as Word tries to protect page numbers from accidental deletion). Deleting the title page number will also delete the 2 from the signature page.

Keep scrolling to learn how to switch to Arabic numerals for the thesis’ main text.

**Step 7:** Add the rest of your preliminary pages to your thesis. Note the continuation of the lowercase Roman numerals. Again, the Control + Enter (Command + Enter) keyboard shortcut will help you start each preliminary section on its own new page without inserting a full section break.

**Step 8:** Once you’ve included the preliminary pages, you’re ready to start the main text of your thesis. You’ll need another section break to help you return to using Arabic numbers. Here’s the second way to insert a section break: While your cursor is positioned after the text on your last preliminary page, go to Layout. Select Breaks. Under Section Breaks, select Next Page. This will automatically start the next section of the paper on the next page.

Keep scrolling for final instructions.

**Step 9:** Once you’ve arrived on the proper page and added the proper section break (using your preferred method), note that the lowercase Roman numerals have started over at i. Double click that page number. In the top menu, select Page Number. Then select Format Page Numbers. Use the dropdown menu to choose Arabic numerals. Select “Start at” and the number 1. Your paper will use Arabic numerals from here on out, until you choose to change them to something else.

If for some reason you’re having difficulty carrying out these instructions, or they aren’t working with your word processor of choice, you can pursue further assistance using YouTube videos or by visiting the Help Desk or Digital Media Tutoring Center, both in Harden Hall (the former is downstairs near Fieras, the latter in the library; the people at the circulation desk can help you find it). Neither the Writing Center nor the Center for Teaching & Learning are trained to assist with pagination, so be sure to refer to one of these other venues instead.