

FORMATTING PAGE NUMBERS

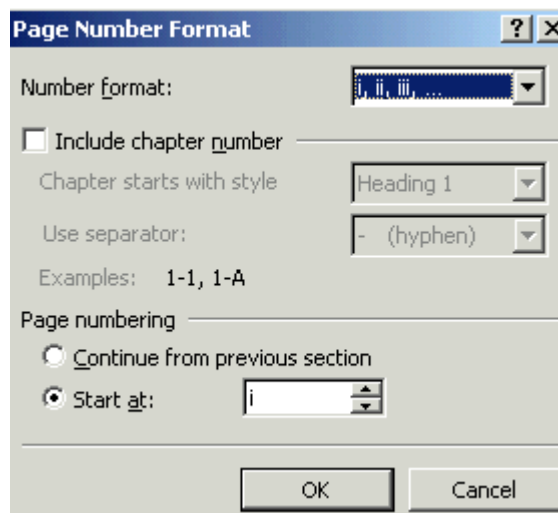
Two kinds of page numbers are required for **all** Theses and Dissertations submitted to the Graduate School at the University of New Orleans:

1. small roman numerals (ii, iii, iv, v, etc.) for the Front Matter (pages from the Title Page to the Abstract)
2. Arabic numerals (1, 2, 3, 4, 5, etc.) for the Body and Back Matter (pages from Introduction/Chapter 1 to Vita)

The best method for following this requirement in Microsoft Word is to use Section Breaks. A Section Break allows you to apply differing number formats within one Word document.

INSERTING SECTION BREAKS IN MICROSOFT WORD VERSIONS 97-2003

- Insert a section break between the Abstract (the last page of the Front Matter) and the Introduction or Chapter 1 (first page of the Body and Back Matter)
- Commands in Word: Insert>Break> Section Break Types: Next Page
- You will notice as you scroll through the document, towards the bottom left of the screen, a notation indicating separate sections.
- The section number will change depending on where the section break has been inserted.
- Now insert page numbers into each section.
- Be sure to select the correct format for the page number for the appropriate section (*see screenshot below*).
- Be sure to **not** select Continue from previous section. For the Front Matter you will select “Start at: ii” for whichever page follows the Title Page. For the Body you will select “Start at: 1” for the first page of the Introduction or Chapter 1.

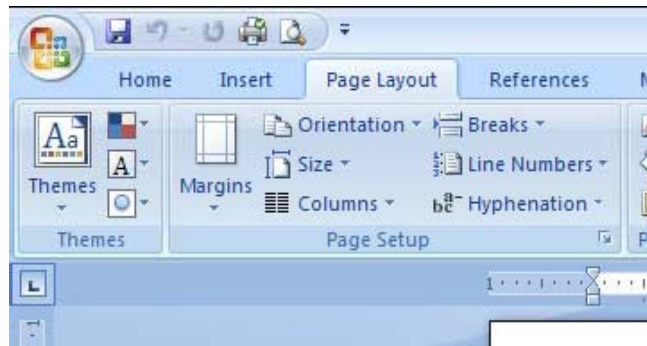


Screenshot 1: Page Number Format Box

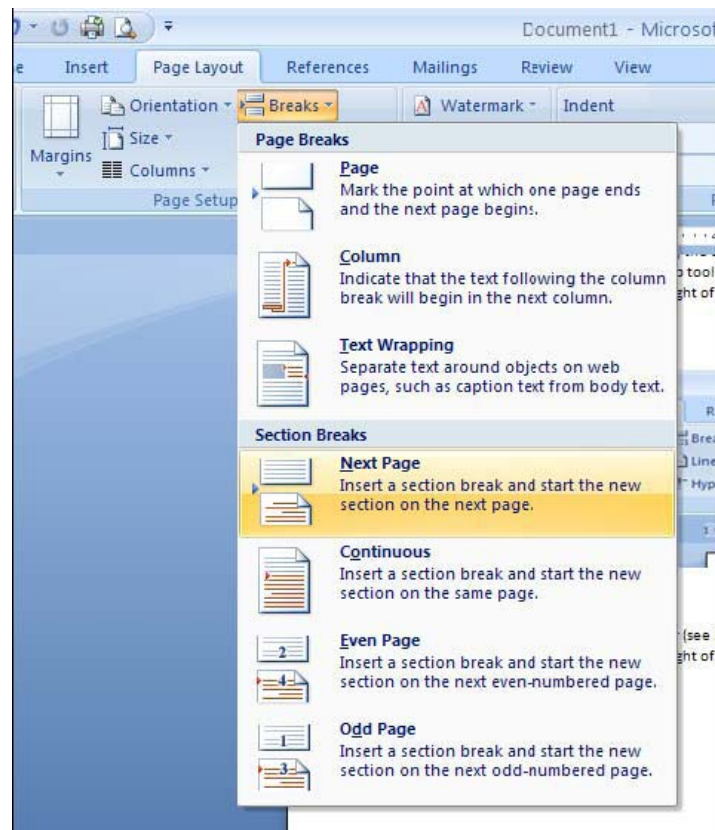
INSERTING SECTION BREAKS IN MICROSOFT WORD VERSIONS 2007 AND HIGHER

Select the **Page Layout** tab on the top toolbar (see screenshot below).

- Click on the drop-down menu to the right of **Breaks** and select **Section Breaks > Next Page**.



Screenshot 2: Word 2007 toolbar

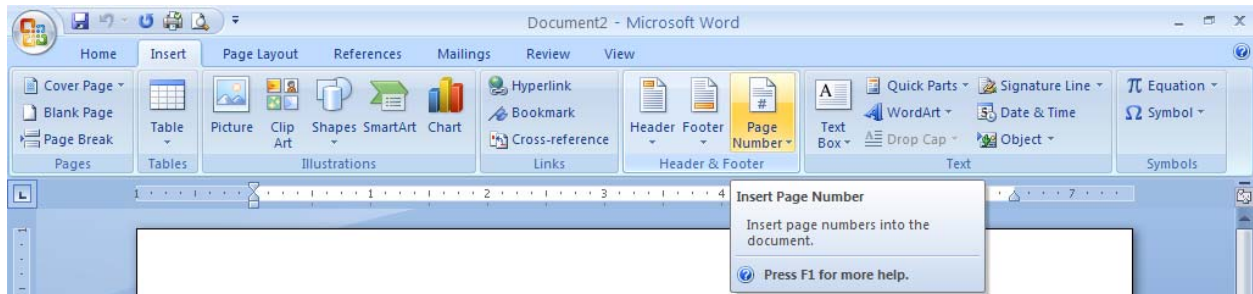


Screenshot 3: Breaks Menu

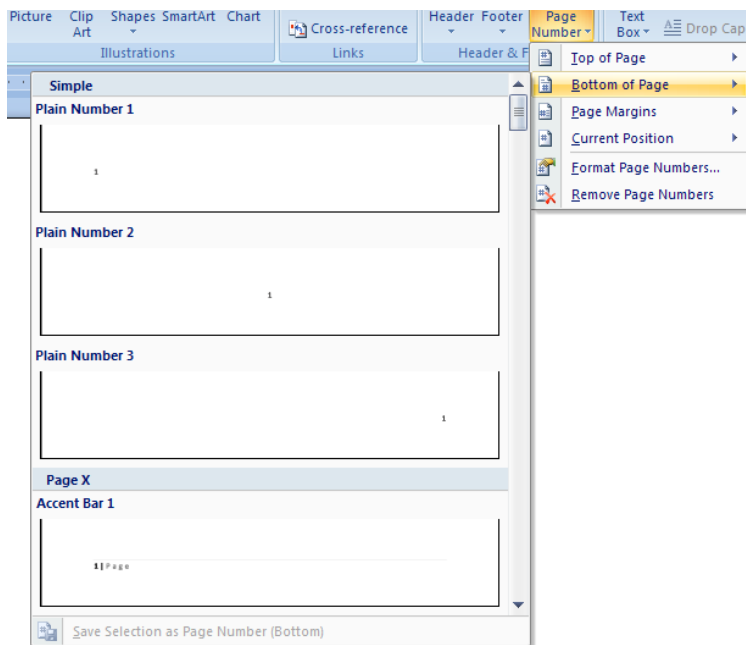
- Now insert page numbers into each section.

INSERTING PAGE NUMBERS IN MICROSOFT WORD 2007 – after inserting section breaks

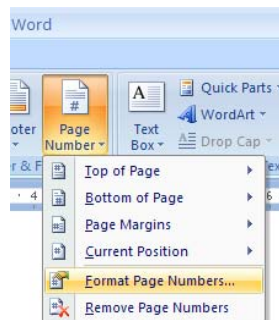
- From the Insert tab in the toolbar, select Page Number (see screenshot below).



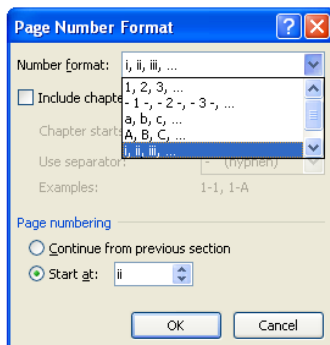
- Select Bottom of Page > Plain Number 2 (see screenshot below).



- Select Format Page numbers (see screenshot below).



- Select the correct page number format for the appropriate section (*see screenshot below*).
- Be sure to **not** select Continue from previous section. For the *Front Matter*, you will select “start at ii” on whichever page follows the Title Page. For the *Body*, you will select “start at 1” on the first page of Chapter 1 or Introduction.



- Below is an example of how the different sections will appear on the screen. The page numbers in the footer are different formats.

