## Formatting page numbers in Microsoft Word

This tutorial, catered to dissertation students, will demonstrate how to format page numbers in Microsoft Word 2007 or 2010 using Section Breaks.

1. Open the Microsoft Word document.
2. Click the Insert tab:
a. Click Page Number.
b. Choose the Bottom of Page, Plain Number 2.

3. On the Insert tab again, click Page Number then choose Format Page Numbers...

4. Click the down arrow at Number Format then choose the lower case roman numerals, i, ii, iii... and click OK.

5. Double-click within the document to get out of the header/footer.
6. Place the cursor at the end of page i.
7. On the Page Layout tab, click Breaks, and then choose Next Page as shown below.


7b. This action may automatically insert an extra line, which you can safely delete.
8. Double-click in the footer at page ii. In the Header and Footer Tools tab, deselect the Link to Previous button.


8b. Once the Link to Previous button is deselected, the Same as Previous button will be removed from the footer.
9. Now go back to the footer of page i and delete it. The remaining page numbers will not be affected.
10. To insert Arabic numbers beginning in chapter 1, place the cursor at the end of the Table of Contents (Table of Contents should immediately precede Chapter 1).
11. On the Page Layout tab, click Breaks, and then choose Next Page as shown below.


11b. This action may automatically insert an extra line, which you can safely delete.
12. Double-click within the footer of the first page of Chapter 1. In the Header and Footer Tools tab, deselect the Link to Previous button.


12b. Once the Link to Previous button is deselected, the Same as Previous button will be removed from the footer.
13. In the Header and Footer Tools tab, click Page Number, then choose Format Page Numbers...
14. Change the Number format to $\mathbf{1 , 2 , 3 \ldots}$ then change the Page numbering to Start at $\mathbf{1}$.

15. Click OK when done.

The chapters should now contain regular Arabic page numbers. And all pages preceding the chapters should contain lower case roman numerals, except the first page.

