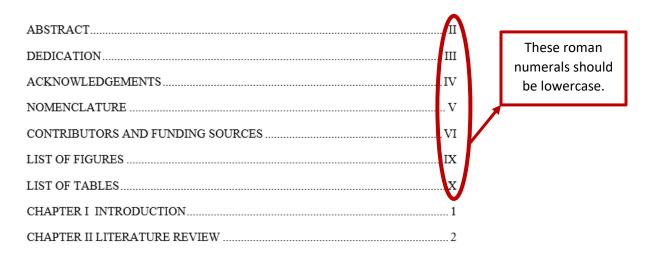
## Setting Roman Page Numbers to Lowercase in Table of Contents

To set the page numbers of preliminary pages in *Table of Contents* to lowercase while retaining the all capitalized major headings is not automatic. It has to be done as the last step in your thesis or dissertation formatting as every time you update *Table of Contents*, it goes back to capitalized roman numerals.

The below procedure shows how to do it.

1) Below figure shows the exact problem that occurs in Word.



2) Select the automatically created *Table of Contents* in Word by clicking on it as shown in the below figure.

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3) Now select the roman numeral of the preliminary page that you want to change as shown in the below figure.

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4) Right-click on the roman numeral selection, then choose *Font* from the pop-up window.

ABSTRACT		
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ACKNOWLEDGEMENTSIV	Ĝ	Paste Options:
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CONTRIBUTORS AND FUNDING SOURCES		Edit Field
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5) Now uncheck the *All caps* option from the *Font* menu and click OK.

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Fo <u>n</u> t Ad <u>v</u> anced				
Font: Font style:	Size:			
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Sylfaen Symbol Tahoma Tempus Sans ITC	8 9 10 11	^		
Times New Roman	12	¥		
Font <u>c</u> olor: Underline style: Underline   Automatic (none) Automatic   Effects Strikethrough Small cars   Double strikethrough All caps   Superscript Hidden   Subscript Preview	aps	~		
II This is a TrueType font. This font will be used on both printer and screen.				
Set As <u>D</u> efault Text <u>Effects</u> OK	Car	icel		

6) Repeat the procedure for the rest of the roman numerals in the *Table of Contents*.