

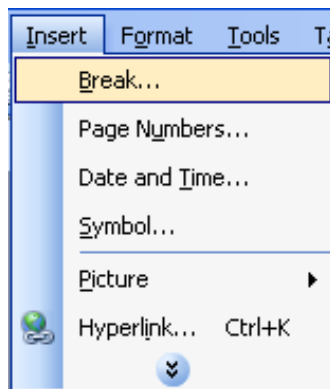
Maintaining Proper Pagination Using Microsoft Word

Note: The following instructions were written using Microsoft Word 2003. Other versions of Word may vary slightly from the following instructions.

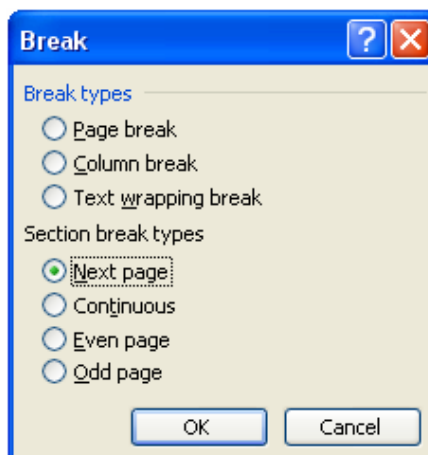
Pagination

To maintain proper pagination in your thesis/dissertation using a single Word document follow, these steps:

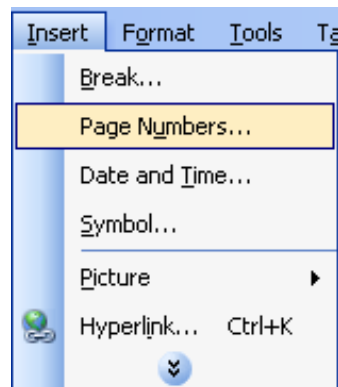
1. From the menu bar select Insert, then Break.



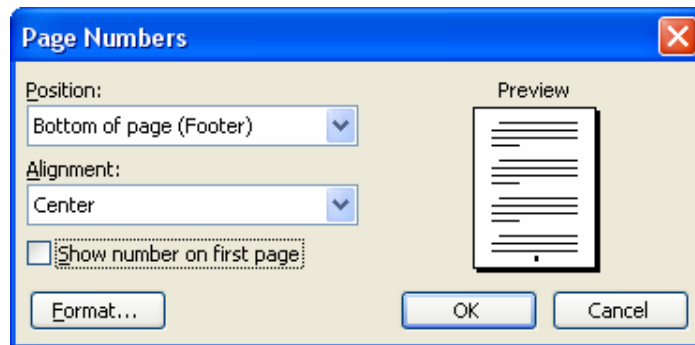
2. Select Next Page, then OK.



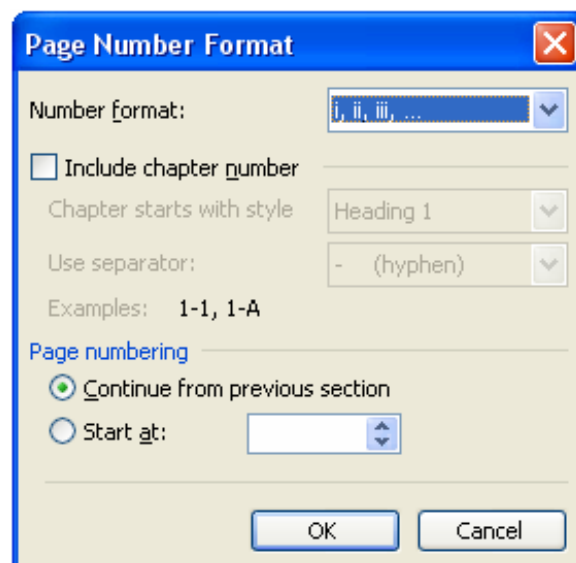
3. From the menu bar select Insert, then Page Numbers.



4. Choose Bottom of Page (Footer) for Position and Center for Alignment.
5. Uncheck Show number on first page, then click the Format button directly below the uncheck box.

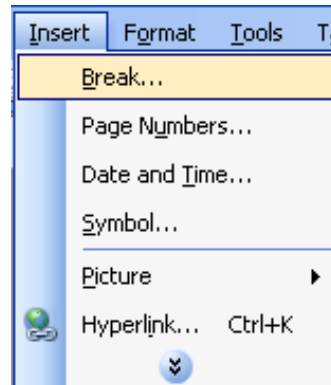


6. For Number Format choose i, ii, iii... for the front matter of your document.
7. Under Page Numbering select Continue from previous section.
8. Click OK, then OK again after the second window closes.

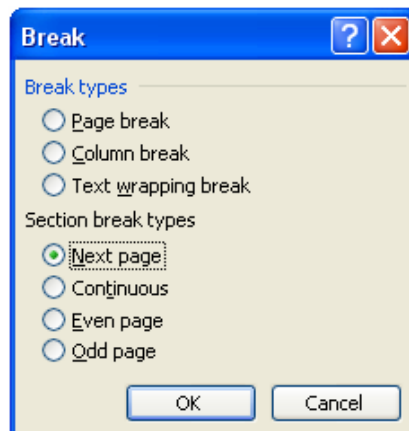


When you have finished numbering your introduction material and are ready to begin numbering the actual page of your document follow these steps:

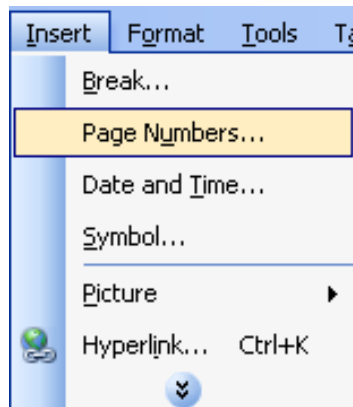
1. Click an area of white space on the current last page of your document.
2. From the menu bar select Insert, then Break.



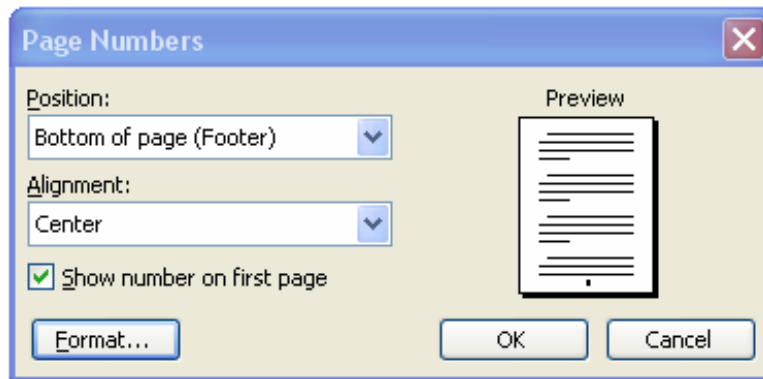
3. Under Section break types choose Next Page, then click OK.



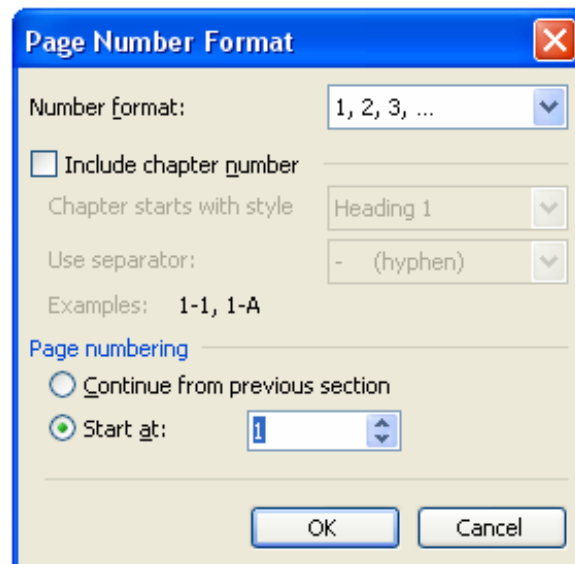
4. From the menu bar select Insert, then Page Numbers.



5. Chose Position bottom and Alignment Center.
6. Make sure Show number on first page is checked, then click Format.



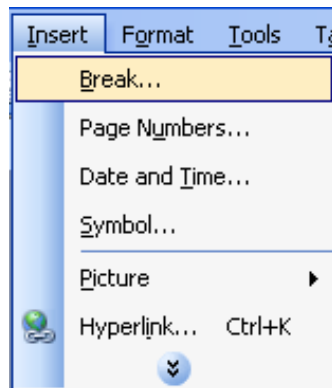
7. For Number Format choose 1, 2, 3.
8. Under Page Numbering select Start at: and choose 1.
9. Click OK, then OK again after the second window closes.



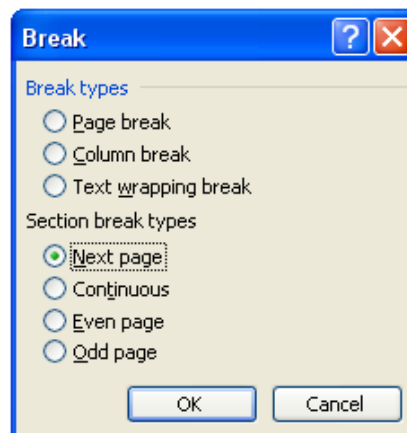
Vita

When you are ready to stop numbering the pages of your document to insert your Vita, follow these steps:

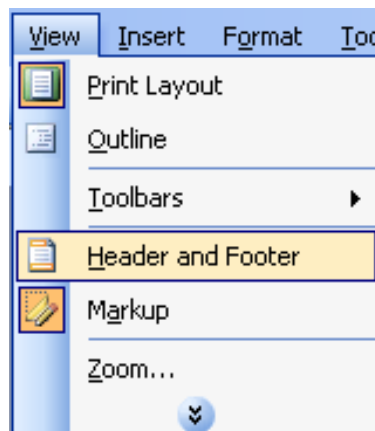
1. From the current last page of your document go to the menu bar and select Insert, then Break.



2. Choose Next Page, then click OK.



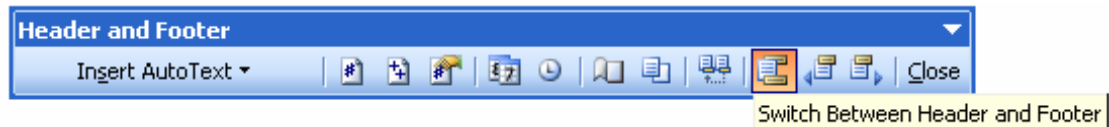
3. From the new blank page with the new page number select View from the menu bar, then Header and Footer.



4. A pop-up toolbar is now onscreen. Move your cursor over the button that says Link to Previous. You will need to perform the next step for both the header and footer of the page. Note: Be sure to start in the Header



5. The button should already be selected—click the button so it *does not* Link to Previous. After you have clicked the button, you need to select the button directly to the right of the Link to Previous button—this is the Switch Between Header and Footer button. Click this button and repeat the previous step, so that both the Header and Footer are *not* Linked to Previous.



6. Now, go to the page number and click the number so it is highlighted.
7. Click the Delete key once or twice (depending how you have selected the number) to remove the number.
8. Click Close on the pop-up toolbar to close the toolbar.

When you are ready to convert your Word file into PDF format point your browser to the following URL:

<http://dissertations.umi.com/convert.html?context=okstate>

Follow the onscreen directions.