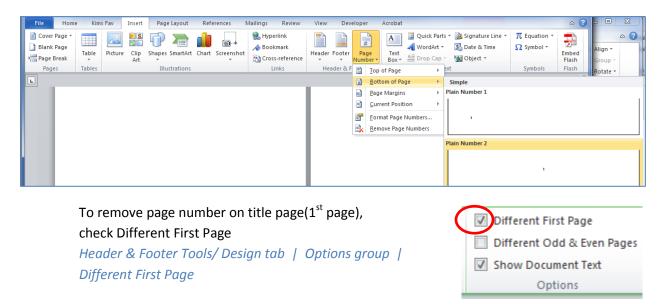
# Thesis Page Numbering -Roman Numerals to Arabic Numbers

#### 1. Insert Page Number

Go to page where roman numerals will start.

Insert tab | Header & Footer group | Page Number

Choose a number format

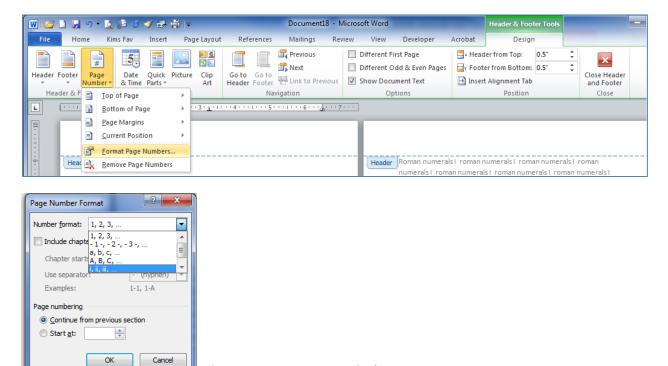


At this point, numbers will probably default to Arabic numbers. (1,2,3...)

If footer is not selected (turned off), Header & Footer Tools/ Design tab will not be available. Click in footer area to display this tab.

## 2.. Format as Roman Numerals (i, ii, iii, ...)

Header & Footer Tools/ Design tab | Page Number | Format Page Number



\*\*\*If you do not want the title page to be counted as page one (second page will start numerals at i)\*\*\*

Change to roman numerals | OK

(	Page Number Format	? ×		
	Number <u>f</u> ormat: i, ii, iii,	•		
	Include chapter <u>n</u> umber			
	Chapter starts with style:	Heading 1 👻		
	Use separator:	- (hyphen) 🔻		
	Examples:	1-1, 1-A		
	Page numbering			
	Continue from previous services	ection		
	◉ Start <u>a</u> t: i 🚖			
	ОК	Cancel		
			Change Page numbering I Start at	i
Close Header	& Footer tab	×		
		Close Header and Footer	r	

At this point all pages will be numbered as Roman Numerals.

Close

F	łome Kims Fav Insert	Page Layout	References	Mailings	Review V
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) )	B I ∐ → abe x₂ x²	A - 🌌 - A -	≣≣≣	■ ‡≣-	🏖 - 🖂 -
Es.	Font	Ga.		Paragraph	Gi.

\*\*\*It is help to view the formatting marks, Home tab | Paragraph group | Show/Hide\*\*\*

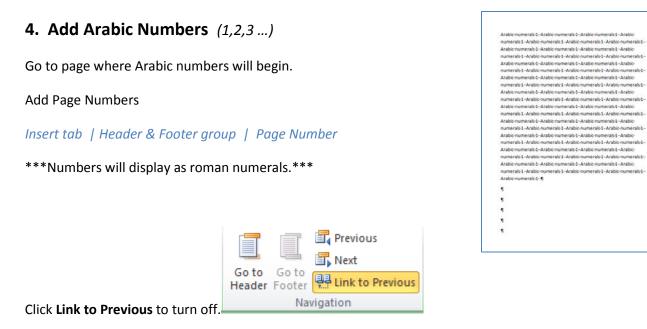
These marks will not print, but you may turn off by clicking Show/Hide again.

### 3. Insert a Section Break

Go to the end of the page where you want the Roman Numerals to end. (Arabic Numbers will start on next page)

Paae Lavout	l Paae Setup aroup	l Breaks	Sections Break – Next Page

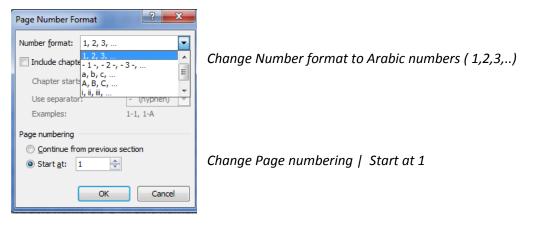
Page Layout References Mailings Re	
Breaks * Matermark * Indent	
Page Breaks	
Page Mark the point at which one page ends and the next page begins.  Column Column	roman، معافرہ، مسلمہ میں معامد میں م مسلمہ معامد معام
Indicate that the text following the column break will begin in the next column.	<ul> <li>۲۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰</li></ul>
Text Wrapping Separate text around objects on web pages, such as caption text from body text.	roman·     Arabic-numerals1···Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1···Arabic-numerals1··Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···
Section Breaks	•roman• Arabic•numerals·1•Arabic•numerals·1•Arabic•numerals·1•Arabic•
Mext Page Insert a section break and start the new section on the next page.	•numerals-iii··     numerals-1··Arabic-numer
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ו 1	1
¶Section Break (Next Page)	n
iiq.	



Header & Footer Tools/ Design tab | Navigation group | Link to Previous

## **5** Format as Arabic Numbers

Header & Footer Tools/ Design tab | Page Number | Format Page Number (see step #2)



### 6. Check your work!

Close Header & Footer tab



Make sure pages are numbered as needed.

 1	1	
1	1	19

Be sure to save your work!!!!

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rals-1-Arabic

numerals-1--

umerals-1--