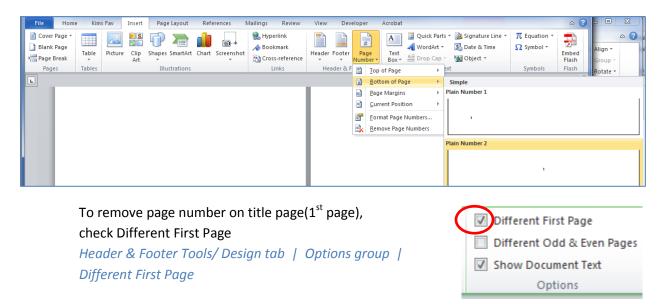
Thesis Page Numbering -Roman Numerals to Arabic Numbers

1. Insert Page Number

Go to page where roman numerals will start.

Insert tab | Header & Footer group | Page Number

Choose a number format

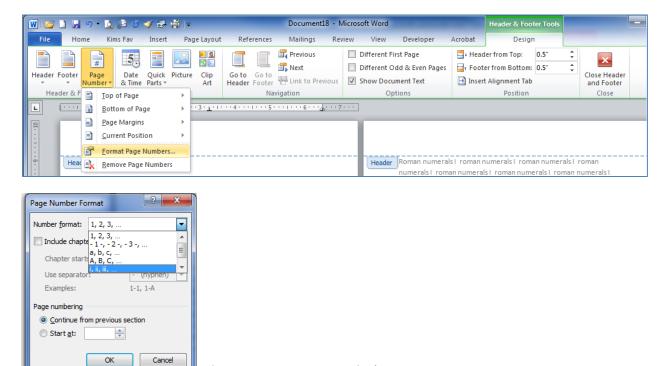


At this point, numbers will probably default to Arabic numbers. (1,2,3...)

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

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Es.	Font	Ga.		Paragraph	Gi.

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

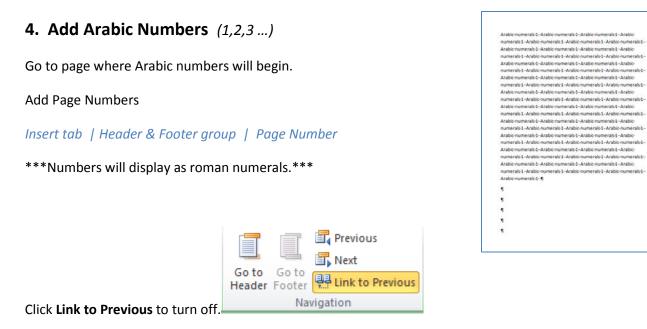
These marks will not print, but you may turn off by clicking Show/Hide again.

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

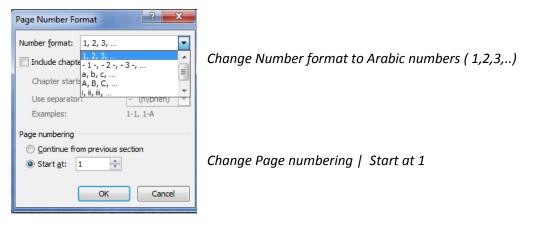
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Indicate that the text following the column break will begin in the next column.	 ۲۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰
Text Wrapping Separate text around objects on web pages, such as caption text from body text.	roman· Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··Arabic-numerals1··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··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··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··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··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··Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···Arabic-numerals1···
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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.

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1	1	19

Be sure to save your work!!!!

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rals-1-Arabic

numerals-1--

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