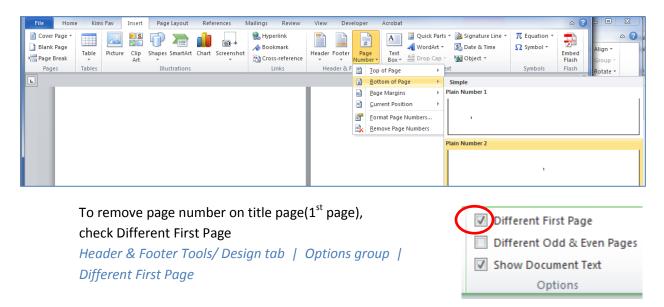
# Thesis Page Numbering -Roman Numerals to Arabic Numbers

#### 1. Insert Page Number

Go to page where roman numerals will start.

Insert tab | Header & Footer group | Page Number

Choose a number format

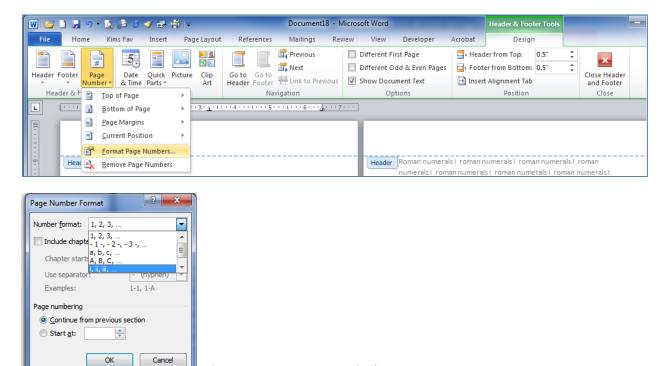


At this point, numbers will probably default to Arabic numbers. (1,2,3...)

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<br>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            |
|--------|-------------------------|-------------|-------------|----------------|---------------------|
| 6      | Calibri (Body) × 16 × A | A Aa 🦓      | :≡ - 3≡ - 1 | a ↓ <b>€</b> ₹ | ≡   <u>≵</u> (  ¶ ) |
| )<br>) | 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\*\*\*

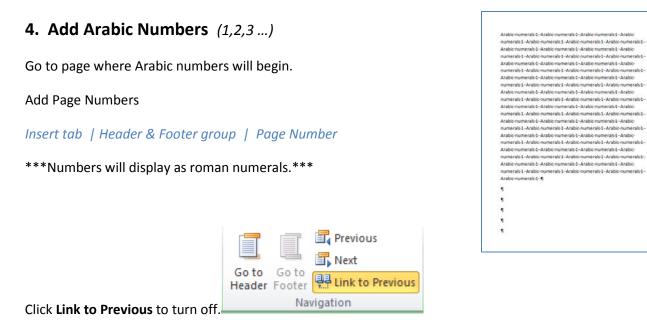
These marks will not print, but you may turn off by clicking Show/Hide again.

### 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 |
|-------------|--------------------|----------|----------------------------|
|             |                    |          |                            |

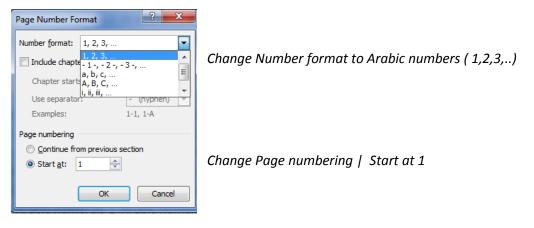
| Page Layout References Mailings Re   |   |
|--|---|
| Breaks * Matermark * Indent  |   |
| Page Breaks  |   |
| Page Mark the point at which one page ends and the next page begins.  Column Column  | roman، معافرہ، مسلمہ میں معامد میں م<br>مسلمہ معامد معام  |
| Indicate that the text following the column break will begin in the next column.   | <ul> <li>۲۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰</li></ul>  |
| Text Wrapping<br>Separate text around objects on web<br>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<br>Insert a section break and start the new<br>section on the next page.   | •numerals-iii··     numerals-1··Arabic-numer          |
| roman•numerals•iii•roman•numerals•iii•roman•numerals•iii•roman<br>numerals•iii•roman•numerals•iii•roman•numerals•iii•<br>numerals•iii•roman•numerals•iii•roman•numerals•iii•<br>numerals•iii•roman•numerals•iii•roman•numerals•iii•roman<br>roman•numerals•iii•roman•numerals•iii•roman•numerals•iii•roman<br>numerals•iii•roman•numerals•iii•roman•numerals•iii•roman<br>numerals•iii•roman•numerals•iii•roman•numerals•iii•roman<br>roman•numerals•iii•roman•numerals•iii•roman•numerals•iii•roman<br>numerals•iii•roman•numerals•iii•roman•numerals•iii | Arabic-numerals-1···Arabic-numerals-1····Arabic-numerals-1····Arabic-numerals-1····Arabic-numerals-1····Arabic-numerals-1····Arabic-numerals-1····Arabic-numerals-1······Arabic-numerals |
| 1  | n<br>1  |
| ו<br>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.

| <br>1 | 1 |    |
|-------|---|----|
| 1     | 1 | 19 |

Be sure to save your work!!!!

rals-1-Arabic

84-A

nerals1-Arabic

rals-1-Arabic

numerals-1--

umerals-1--