Formatting Page Numbers by Section

Roman Numerals, Bottom Centered, for Preliminary Pages

Start by clicking the cursor on the page before you want the Roman numerals to start.

1. **Create a section break** as follows.
   a. On the **Page Layout** tab, in the **Page Setup** group, select **Breaks**: 
   b. In the Section Breaks portion, select **Continuous**:

2. **Suppress Roman numeral on title page** as follows.
   a. On the **Insert** tab, in the **Header & Footer** group, click **Footer**:
   b. At the bottom of the drop-down menu, click **Edit Footer**:
   c. On the Design tab of the **Header & Footer ribbon** (now open), in the **Navigation** group, **turn off** **Link to Previous**, (see arrow below).

   Note that the footer is labeled with the section break you inserted: 

   While the footer is still open, proceed to the next step to format and insert page numbers.

3. **Format Roman numeral page numbers** as follows.
   a. In the first section of the **Header & Footer ribbon** bar (see step 2.c.), click the **Page Number icon**:
   b. Near the bottom of the drop-down menu, select **Format page numbers**... (see top arrow at left)
   c. In the menu that opens, select **Number format**: i, ii, iii, ...
   d. Also select **Start at**: i (see bottom arrow at left)
   e. Click ok. Leave the footer open and proceed to the last step.
4. **Insert Roman numeral page numbers** as follows.

   a. On the ribbon bar, click the **Page Number icon**: 
   b. On the drop-down menu, select **Bottom of Page**.
   c. On the next drop-down menu, select **Plain Number 2** (second selection):

   ![Plain Number 2](image)

   d. The Roman numeral appears at the bottom center of your page. (Note that the footer is labeled -Section 2-) Highlight the numeral and change the font to Times New Roman 12 if necessary.
   e. Double click outside the footer to return to the editing page.

**Arabic Numerals, Top Right, for Body of Paper and Appendixes**

After the last "preliminary page" you should begin page numbering with Arabic numerals at the top right of the page. Basically, you will follow the steps above, changing the formatting and location of numbers. 

*Start by clicking the cursor on the page before you want the Arabic numerals to start.*

1. **Create a section break** as follows.
   a. On the **Page Layout** tab, in the **Page Setup** group, select **Breaks**:
   b. In the Section Breaks portion, select **Continuous**:

   ![Continuous](image)

2. **Turn off Roman Numeral Footer.** Before you can continue with page numbering at the top right, you must turn off the Roman numeral footer to prevent the footer from appearing throughout your manuscript.
   a. Double click footer to open.
   b. On the Ribbon bar, in the **Navigation** group, turn off **Link to Previous**
   c. Delete the Roman numeral in this footer only. Roman numerals will remain in previous footers.

3. **Suppress Arabic numerals on preliminary pages.** You do not want the Arabic numerals to appear on the preliminary pages (those using Roman numerals in the footer) or on your title page. Supress the Arabic numeral on those pages as follows.
   a. On the **Insert** tab, in the **Header & Footer** group, click **Header icon**:
   b. At the bottom of the drop-down menu, click **Header**:
c. On **Header & Footer ribbon**, turn off **Link to Previous**, (see arrow below). Note that the header is not labeled with the new section break you inserted: While the header is still open, proceed to the next step, formatting page numbers.

4. **Format Arabic numeral page numbers** as follows.
   a. In the first section of the **Header & Footer ribbon bar** (see step 3.c.), click **Page Number icon**:
   b. Near the bottom of the drop-down menu, select **Format page numbers**… (see top arrow at left)
   c. In the menu that opens, select **Number format**: 1, 2, 3, …
   d. Also select **Start at**: 1 (see bottom arrow at left)
   e. Click ok. Leave the header open and proceed to the last step.

5. **Insert Arabic numeral page numbers** as follows.
   a. On the ribbon bar, click **Page Number icon** again:
   b. On the drop-down menu, select **Top of Page**.
   c. On the next drop-down menu, select **Plain Number 3** (third selection).
   d. The Arabic numeral appears at the top right of your page. (Note that the header is now labeled -Section 3-) Highlight the numeral and change the font to Times New Roman 12 if necessary.
   e. Double click outside the header to return to the editing page.

If you have not yet typed your document, you may want to use the [pre-formatted template](mailto:tcwrite@smumn.edu) provided by the Writing Center.