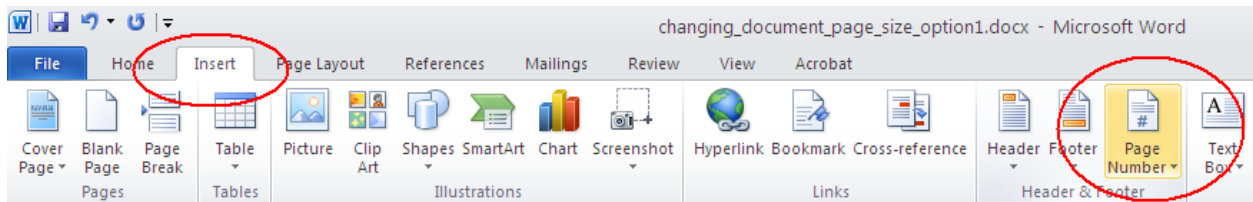


Changing Page Numbers from Roman Numerals to Arabic Numbers

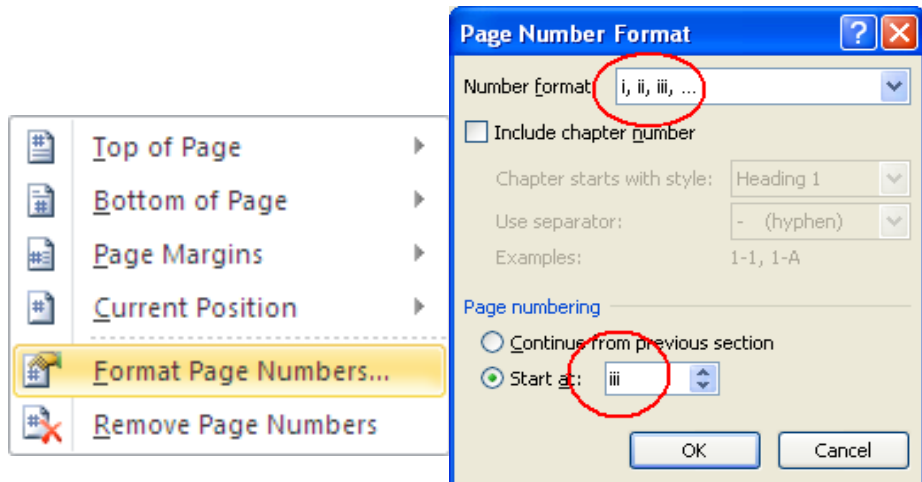
The key to changing page numbers from one format to another is the use of Section Breaks. With Section Breaks you can format each section individually so that you have more control over the look of your document. Changing the format of the page numbers is an excellent use of Section Breaks. The steps are listed below for changing your page numbers from Roman numerals to Arabic numbers in your manuscript using Word.

To Number Preliminary Pages:

1. Go to **Insert** and select **Page Number**.



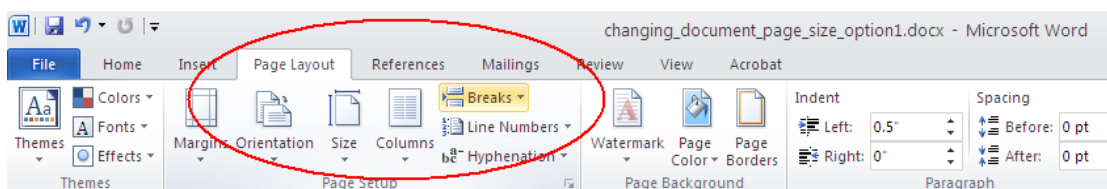
2. Choose **Format Page Number** and select your preferred Page Numbering Format. Lower case Roman numerals are used for preliminary pages. Abstract is the first numbered page and needs to be set to page number iii.



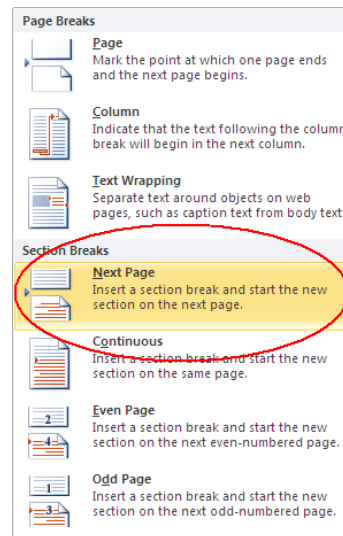
3. Check to make sure the position and alignment are correct.

4. Move your cursor to the end of the last line of text for your preliminary pages.

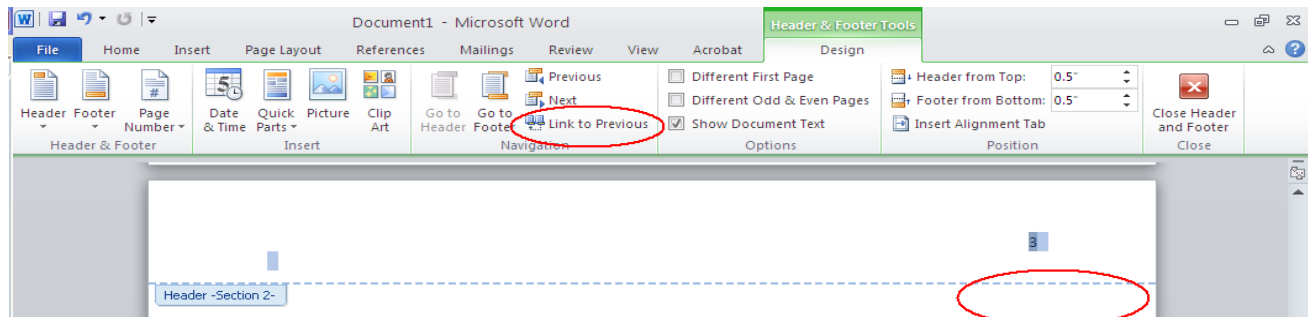
5. Go to **Page Layout** and select **Breaks**.



6. Under **Section Breaks** types choose **Next Page**. Next Page inserts a section break and starts the new section on the next page. You want this section break to separate the preliminary pages from the text pages in your document. You may find that it inserts a blank page after the break. Go ahead and delete the extra page.



7. Open the Header by double clicking at the top of the document page in the new section. Click on **Link to Previous** to turn off this feature. Notice below Link to Previous is not highlighted and inside the header section under the page number there is no text that says, "Same as Previous". This is what you want.



To Number Text Pages:

8. Go to **Insert** and select **Page Number**.

9. Choose **Format** and select your preferred Number Format as done in the previous section. Arabic numbers are used for the text portion of your thesis or dissertation and the Introduction needs to be on page 1.

10. Check to make sure the position and alignment are correct.