Thesis Help: Formatting Page Numbers in Word

Follow these steps for formatting your Word document to have no number on the first page and different number formats (Roman versus Arabic) for the front matter and body pages of your thesis. These instructions apply to both PC and Mac.

1. Insert blank footer.

2. Check off the box that says different first page.

3. Scroll down to the second page of your document. From the Page Number dropdown menu, choose Bottom of Page and select where you would like your page numbers to appear on the page (left, center, right).

4. On the 2nd (ii) page, double click the footer.
5. In **Header & Footer Tools** tools, click on the **Page Number** dropdown menu. Choose **Format Page Numbers**.

6. In **Page Number Format** box, choose i, ii, iii as number format. Set the page to start at i and click okay.

7. With your cursor on the page **before** you want to start your different numbers (1, 2, 3...), go to the **Layout** tab, select **Breaks > Next Page** from dropdown menu.
8. On the page you want to start your different numbers (1, 2, 3...), double click on the Footer.

9. In **Header & Footer Tools** tools, click on the **Page Number** dropdown menu. Choose **Format Page Numbers**.

10. In the **Page Number Format** box, choose 1, 2, 3 as number format. Make sure page numbering is set to start at 1. Click ok.