

Setting Page Numbers in Word 2007

- 1) To properly set up the page numbers you create 3 sections in your word document.
 - Put the blinking cursor at the bottom of your Approval Page (page 2 of your document).
 - In the “Page Layout” group, under the “Breaks” menu, click on “Next Page” to create the section breaks.
 - Go to the **blank page** that might have been inserted and delete it.
 - Insert another **Next Page (Section Break)** at the bottom of your last **preliminary** page (just before Chapter 1 starts). Delete blank pages inserted.

- 2) Now you will insert the page numbers.
 - Number all the pages in upper right corner—In the “Insert” group, choose “Page Number” menu. Position page numbers at the top of the page, alignment is right.
 - Move your blinking cursor to the **Abstract Page** (3rd Page)
 - In the “Insert” group, under the “Page Number” menu, click on the “Format Page Numbers” option. Select the following options.

Number format: i,ii,iii,...

Start at: iii

Click ok

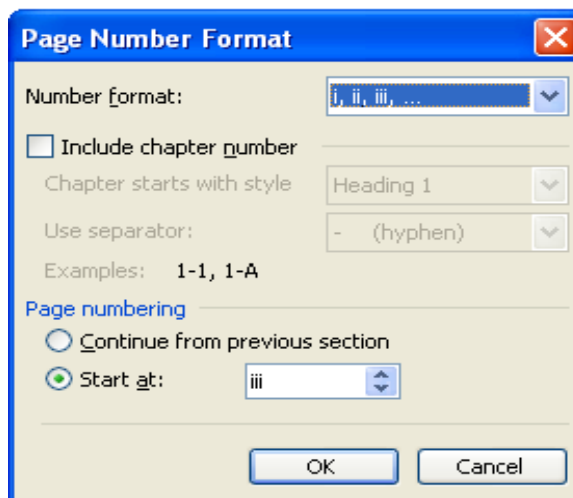
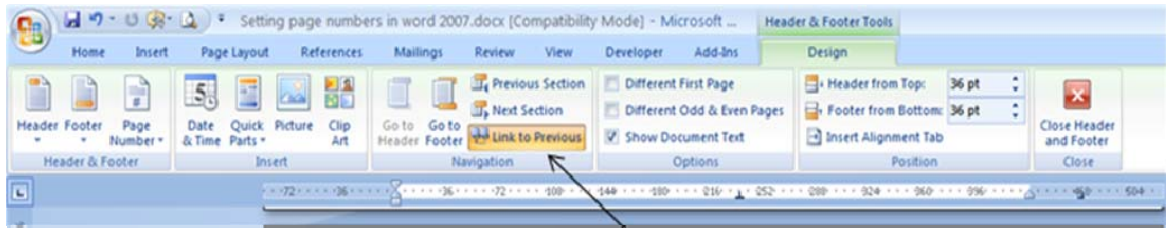


Figure 1

- Go to Page 3 (Abstract). Turn the “Same as Previous” option off. To do this, double click on the header and the following toolbar shows up on the menu.



“Link to Previous” button

Figure 2

Click on the “Link to Previous” toggle button on the toolbar. You will know when “Same as Previous” is turned off when these words no longer appear below the dotted line in the header and footer space.

- **Delete** the page numbers that appear on your title and approval page.
- Now, move your blinking cursor to the **first page of your chapters**.
- Select **Insert->Page Numbers ->format** (make the following selections)
Number format: 1,2,3,...
Start at: 1
Click ok

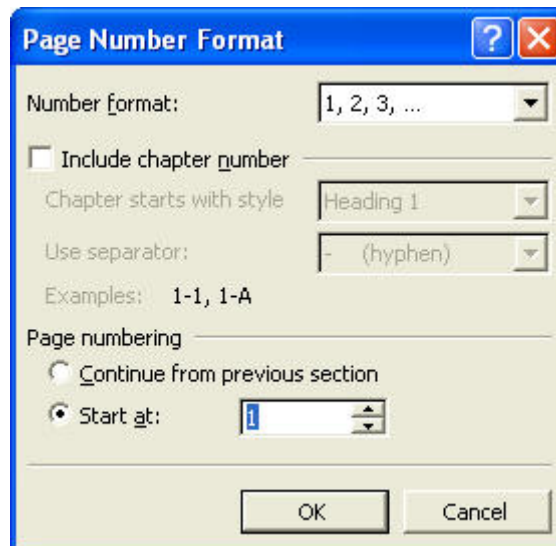


Figure 3

3) You should be done with adding page numbers to your document, please see the diagram at the end of this handout to see how it should look once finished.

Page Numbering In Your Manuscript Diagram

