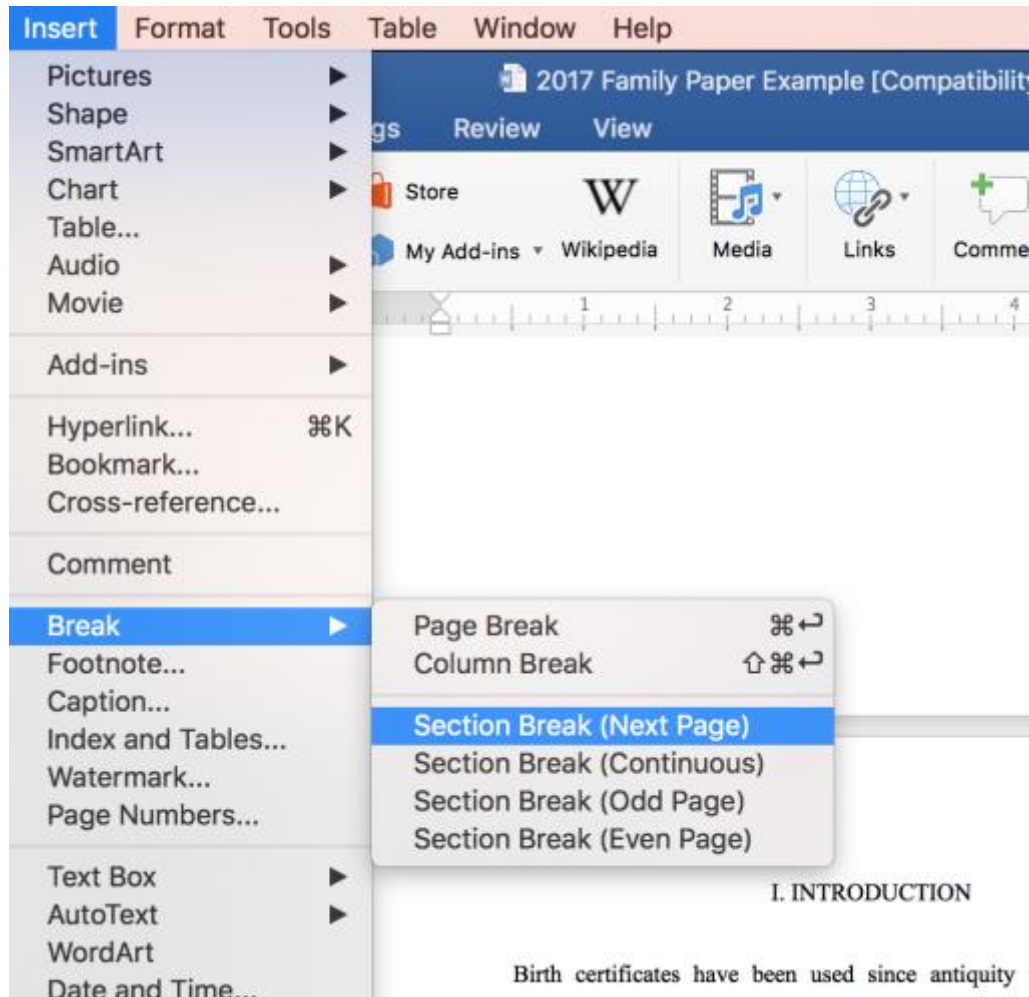


Page Numbering Hints for 2017 Word for Mac

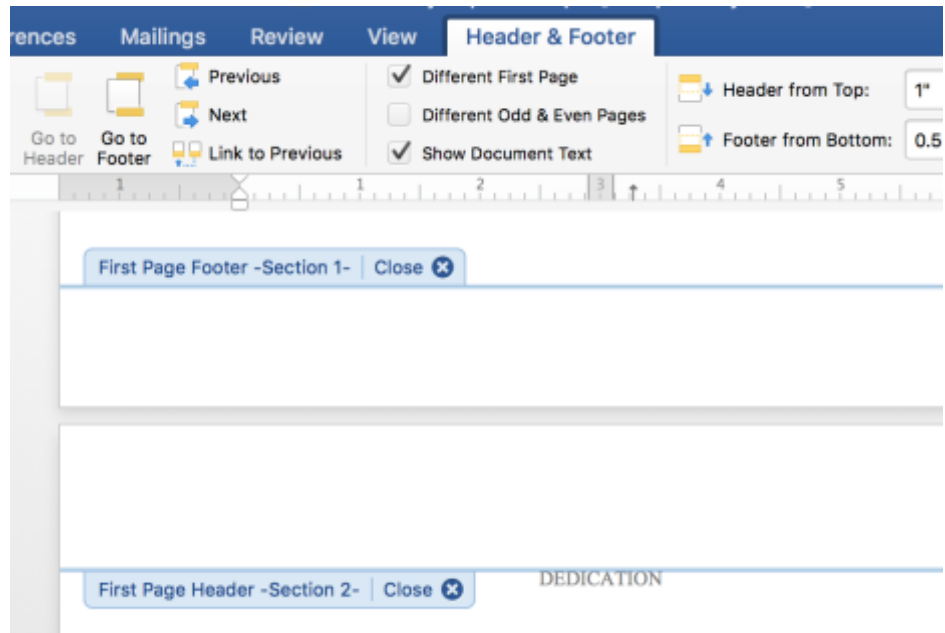
Graduate School guidelines require front matter pages to be numbered with Roman numerals (e.g. i, ii, iii) and main document pages to be numbered with Arabic numerals (e.g. 1, 2, 3). To format the page numbering for different sections in your 2017 Word for Mac program, follow these steps:

1. Place the cursor at the start of the first line on the page where you want to start or change page numbering. On the Insert menu, select Break > Section Break (Next Page). **To avoid adding a page number to your title and copyright pages, add a section break to the first page after your copyright page.

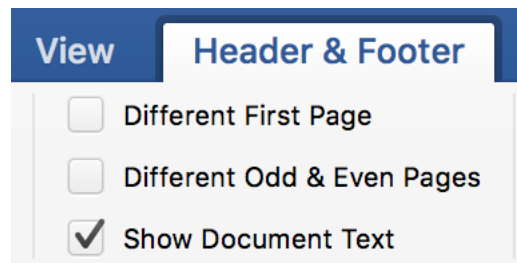


Page Numbering Hints for 2017 Word for Mac

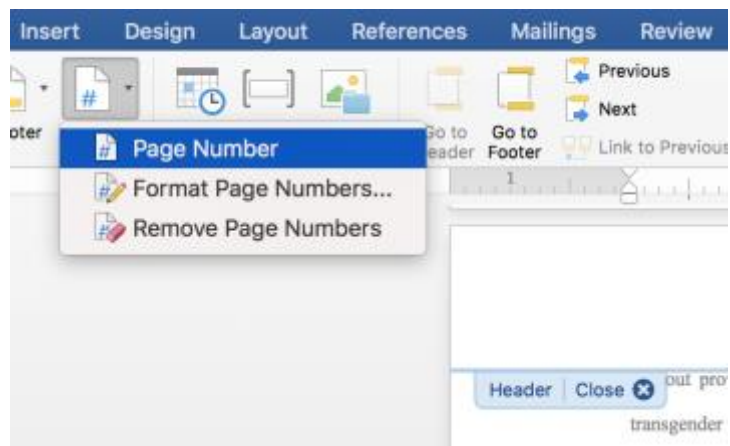
2. Double click in the Header/Footer area of your first section.



3. Uncheck “Different First Page” in the Header & Footer options.

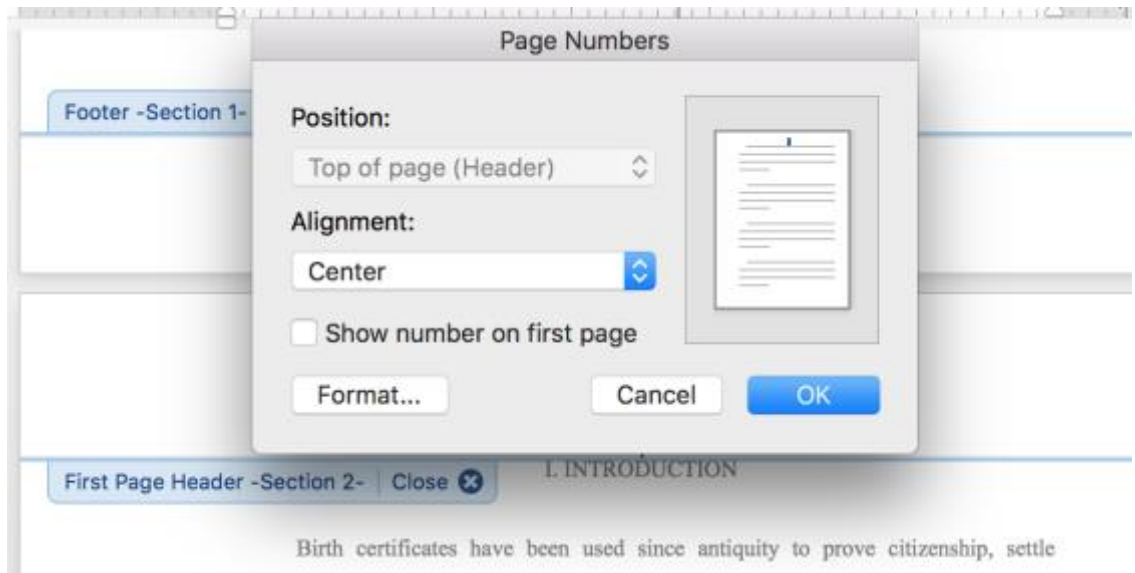


4. Click “Page Number” and select “Page Number.”

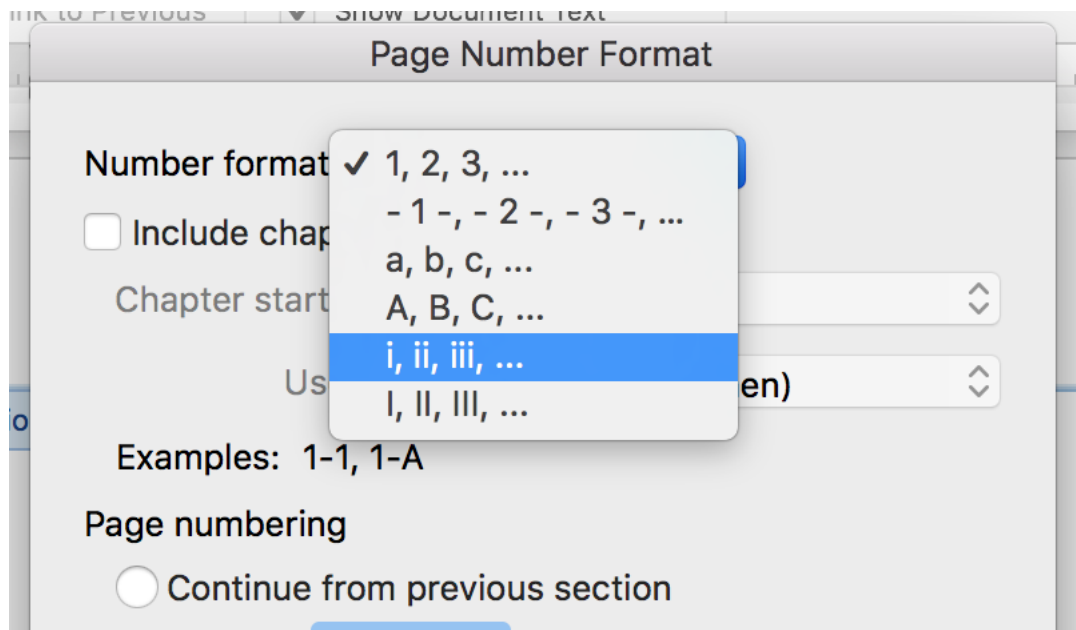


Page Numbering Hints for 2017 Word for Mac

5. Select “Center” and click “Format.”

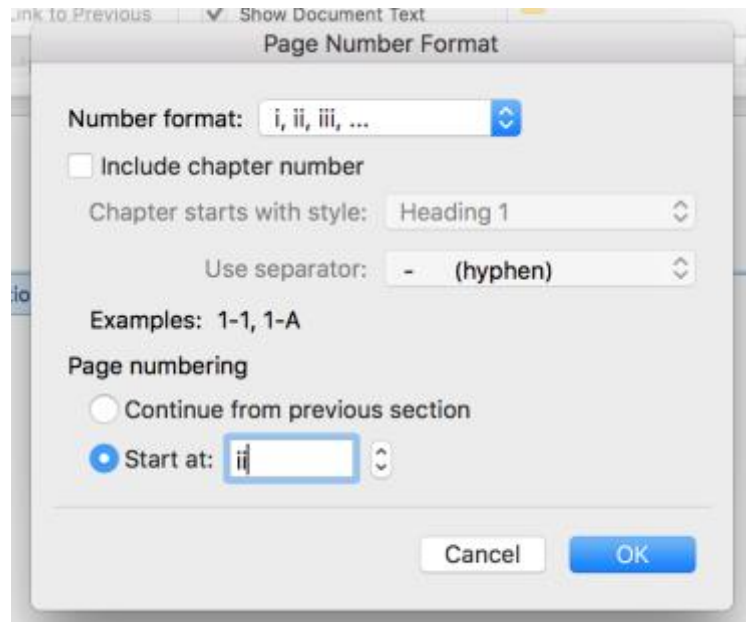


6. For front matter, chose the Roman numerals option.



Page Numbering Hints for 2017 Word for Mac

7. In the “Start at...” section, type ii. (Title page is counted as page i but not numbered and copyright page does not get a number.)



8. If your page number is sitting right on top of the text below the header, hit return. Ensure spacing is 1.0 and that you have only added one single-spaced line. Make sure font is 12 point and matches your main text font.



Page Numbering Hints for 2017 Word for Mac

9. Repeat steps 1-8 for your main text, starting with the first page of chapter one. Be sure to select Arabic numerals.

