Pagination for GC Dissertations: Word

What you will learn
This tutorial will teach you How to Insert Page Numbers, How to Remove the Page Number from the First Page of your dissertation, and How to Create a Section.

(Hold down the CTRL button on your key board and LEFT CLICK the mouse to jump to the sections linked above.)

How to Insert Page Numbers
1. From the top navigation menu, select the Insert tab, then select the Footer button.

2. The Footer option has a dropdown menu that will appear. From the dropdown menu select Edit Footer.
3. A **Header & Footer Design** tab will appear in the top navigation. In this tab, click on the **Page Number** tab and a drop down menu will appear.

4. Select **Bottom of Page** from the drop down menu. A menu on the right will appear with options on where to place the page numbers. Select a placement option.

5. Go back to the Page Number dropdown menu and select **Format Page Numbers**....

6. The **Page Number Format** dialog box will appear.

7. In the Number format field, select the **ROMAN numeral (i, ii, ...)** option.

8. Leave the Include chapter number checkbox unchecked.

9. Select the **Start at:** radio button and insure that it is set to **i**.

10. Then, click the **OK** button.
11. Again, from the **Header & Footer Design** tab, click the **Page Number Menu** button.

12. From the drop down menu hover over **Bottom of the Page** and several options will appear in a submenu to right. Select the **Plain Number 2** option.

13. Page numbers will be inserted in to the document.
How to Remove the Page Number from the First Page

1. Click on the **Page Layout** tab from the top navigation menu.

2. Under the **Page Layout** tab is the **Page Set Up** area. In the bottom right hand corner, click on the icon that looks like a small gray box with an arrow pointing down, which is the **Page Setup** dialog box.

3. The **Page Setup** dialog box will appear.

4. Click the **Layout** tab.

5. Under **Headers and Footers** section, select the **Different first page** check box, and then click the **OK** button.

6. Click the footer area on the first page, and delete the number i.
How to Create a Section

1. Go to the end of section one in the document.

2. From the top navigation, select the Page Layout tab.

3. In the Page Setup area, click the Breaks button.

4. A dropdown menu will appear. Under Section Breaks, select Next Page from the menu.

5. From the top navigation menu select Insert.

6. Then in the Headers and Footers area, select the Page Number button and a menu will drop down. Select Format Page Numbers from the menu.
7. The Page Number Format dialog box will appear.

8. In the Number format field, select the ARABIC numeral (1, 2, 3, ...) option.

9. In the Page numbering section, select the Start at: 1 radio button.

10. Then click the OK button.