Inserting Page Numbers

STEP 1: Insert Section Breaks

We'll divide your document into sections so that we can apply different page number formats.

Go to the end of your Title Page

- Place your cursor at the very end of the title page.
- Go to the Layout (or Page Layout) tab.
- Click Breaks > under *Section Breaks*, choose Next Page.

Go to the end of your Preliminary pages (before Chapter 1)

- Place your cursor at the end of the last preliminary page (e.g., Abstract, Table of Contents, etc.).
- Again, go to Layout > Breaks > Next Page.

Now your document has three sections:

1. Title page (Section 1)
2. Preliminary pages (Section 2)
3. Main body (Section 3)

STEP 2: Turn Off "Link to Previous"

- Double-click in the footer area at the beginning of Section 2 (Preliminary pages).

- In the Header & Footer Tools (or “Header & Footer” tab), click Link to Previous to turn it off (it should not be highlighted).
- Repeat for the first page of Section 3 (Main body, usually Chapter I) to also turn off Link to Previous.

This step ensures that page numbers can differ between sections.

STEP 3: Add Roman Numeral Page Numbers to Preliminary Pages

- Go to Section 2 (Preliminary pages).
- Double-click the footer.
- Click Insert > Page Number > Bottom of Page (or Top, your choice) > Choose a style.
- Click Insert > Page Number > Format Page Numbers...
    - Set Number format to Roman numerals (i, ii, iii...)
    - Set Start at: ii
    - Click OK.

STEP 4: Add Arabic Numbers to Main Body

- Go to Section 3 (Main body, Chapter 1).
- Double-click the footer.
- Click Insert > Page Number > Choose your desired position & style.
- Click Insert > Page Number > Format Page Numbers...
    - Set Number format to 1, 2, 3...
    - Set Start at: 1
    - Click OK.

STEP 5: Remove Page Number from Title Page

- Go to Section 1 (Title page).
- Double-click the footer.
- Click on the page number (if any) and delete it.
- With your cursor still in the footer, go to the Design tab and check the box Different First Page if available.