

Setting Page Numbers in Word 2003

- 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).
 - Click **Insert->Break**, choose
 - **Next Page (Section Break)** and click ok.
 - 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.
 - Move your blinking cursor to the **Abstract Page** (3rd Page)
 - Select **Insert->Page Numbers** (make the following selections)

As shown in **Figure 2 & Figure 3** below

Position: Top of page (Header)

Alignment: Right

(Unselected) Show Number on first page

Click Format

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

Start at: iii

Click ok in both windows

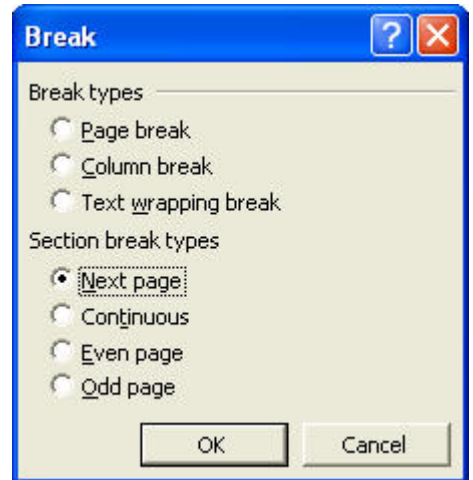


Figure 1

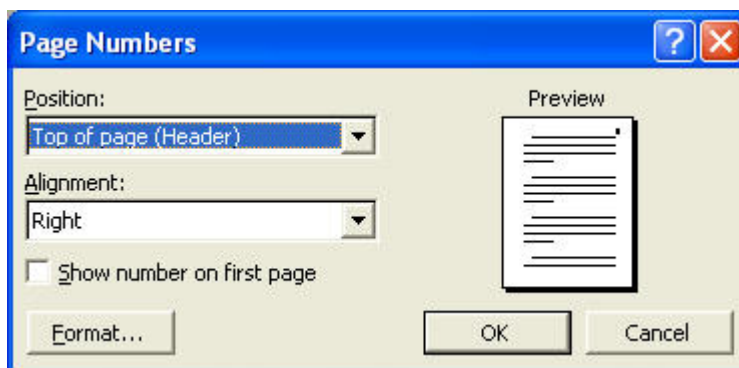


Figure 2

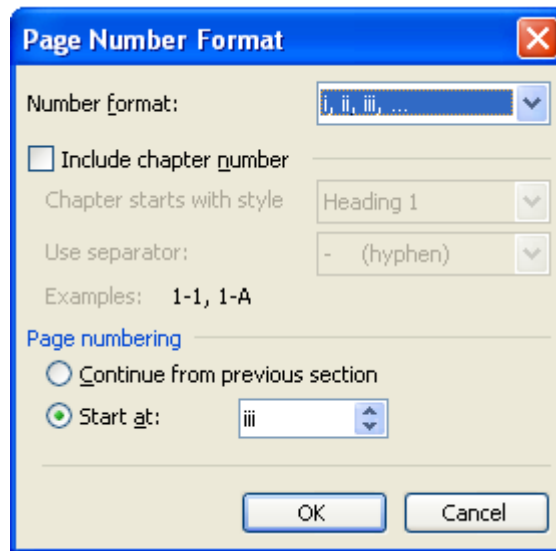


Figure 3

- 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.



Figure 4

“Link to Previous” button

Click on the “Link to Previous” toggle button on the toolbar. This should be done for header and footer separately. 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 (if any) that appear on your title and approval page.
- Now, move your blinking cursor to the **first page of your chapters**.
- Select **Insert->Page Numbers** (make the following selections)

As shown in **Figure 4 & 5**

Position: Top of page (Header)

Alignment: Right

(Select) Show Number on first page

Click Format

Number format: 1,2,3,...

Start at: 1

Click ok in both windows.

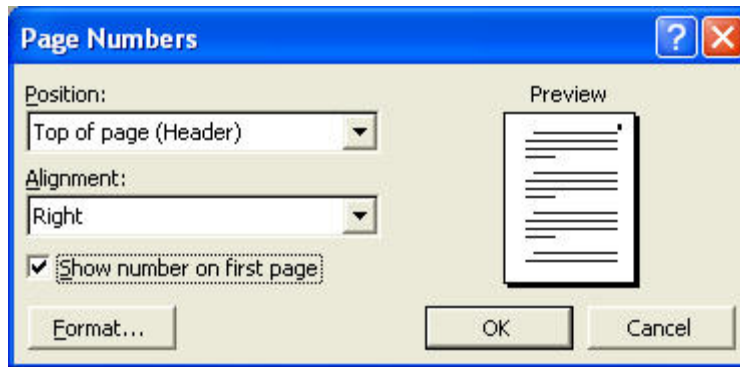


Figure 5

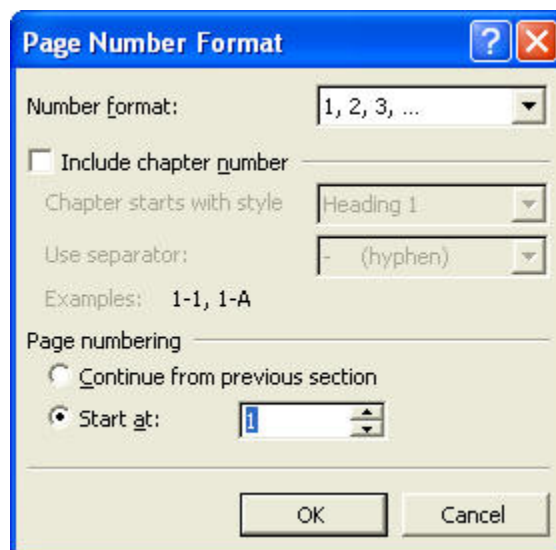


Figure 6

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

