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
• 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.

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.
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

First two pages have no page numbers in the corner.

The rest of the front matter will be numbered iii, iv, v, etc…

The rest of the manuscript will be numbered 1, 2, 3, 4, 5, etc…