

How to Set Up Page Numbers on Your Concept Paper, Proposal, and Final Report Word 2003

1. Separating the Body of the Paper from the Preliminary Pages

- a. Put your cursor before the first character of the page you wish to be Page 1 of the Body of the Paper (Chapter 1 of Dissertation).
- b. Under the View Menu click on Normal.
 - i. If you see a dotted line with the words “Section Break (Odd Page)”, proceed to Step 2 (“Inserting Page Numbers in the Body of the Paper”)
 - ii. If the words *Page Break* appear by the dotted line, remove the break, by deleting the dotted line
 - iii. On the Insert Menu, click on Break, highlight “Page Break” and “Odd Page”

2. Inserting page numbers in the Body of the Paper

- a. Under the View menu, click on Print Layout.
- b. Double click anywhere on open space above the words Chapter 1 on that same page. You are now in the Header section. You’ll know this because:
 - i. Your text is now grayed out and a dotted rectangle appears in the header area.
 - ii. The Header and Footer toolbar opens up.
- c. On that Header and Footer toolbar, click on Page Setup
 - i. Go to the Layout Tab
 - ii. Make sure “Different First Page” is NOT checked
 - iii. Click OK
- d. Make sure “Link to Previous” is NOT checked on the toolbar.
- e. Click on the Insert Page Number icon.
- f. Click on Format Page Number icon.
 - i. Number format: Pull down “1,2,3...”
 - ii. Page numbering: Start at Page 1
 - iii. Click OK
- g. Highlight the #1 and on your Word toolbar, right justify it.

3. Putting page numbers on the Preliminary Pages

- a. Hit the Arrow Up key on your keyboard ONE time and you should be in the Footer area (under the dashed line) of the previous page. This page should be the last (or only page) of your Table of Contents.
- b. On the Header and Footer toolbar, click on Page Setup
 - i. Go to the Layout Tab
 - ii. Make sure “Different First Page” IS checked
 - iii. Click OK
- c. On that toolbar, click on Insert Page Number
- d. Click on Page Format Number icon.
 - i. Number format: Pull down “i, ii, iii...”
 - ii. Page numbering: “Continue from Previous Section”
 - iii. OK
- e. Highlight the page number and center it. If your computer jumped to the footer of the cover page (where there is no number), go to the footer of the next page (“ii”) and center it.

4. Final Step

- a. Scroll down to the bottom of Page 1 of Chapter 1. You’ll see an extra #1 in that area.
- b. Highlight the “1”.
- c. On the Header and Footer toolbar, make sure “Link to Previous” is NOT checked
- d. Delete the #1