

***How to Set Up Page Numbers on Your Concept Paper, Proposal, and Final Report
Word 2007 and Word 2013***

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. Open the View Tab and in the Document Views area, click on DRAFT.
 - 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, below**)
 - ii. If the words *Page Break* appear by the dotted line, remove the break, by deleting the dotted line
 - iii. Open the Page Layout Tab. In the Page Setup area, click on Breaks, then Odd page

2. Inserting page numbers in the Body of the Paper

- a. In the View Tab, Views area, 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 your text is now grayed out and a dotted line appears.
- c. As soon as you get into your Header (or Footer), the Design Tab opens up.
 - i. Above Options make sure “Different First Page” is NOT checked.
 - ii. In Navigation, make sure “Link to Previous” is NOT highlighted
- d. In the Header and Footer area, click on Page Number. Click on Top of Page/Plain Number 3 (which should be the one on the right side of the page).
- e. Again, click on Page Number. This time click on Format Page Number
 - i. Choose Number format: Click on “1,2,3...”
 - ii. Click Page Numbering Format:”Start at 1”
 - iii. Click OK

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. The Design Tab reopens
- c. Under Options make sure “Different First Page” IS checked.
- d. In the Header and Footer area, click on Page Number. Click on Bottom of Page/Plain number 2 (should be the one in the center of the page).
- e. Again, click on Page Number. This time click on Format Page Numbers
 - i. Choose Number format: “i, ii, iii...”
 - ii. Click Page Numbering: “Continue from Previous Section”
 - iii. Click OK

4. Final Step

- a. Scroll down to the bottom of Page 1 of Chapter 1 (Footer section). You might see an extra #1 in that area.
- b. Highlight “1”
- c. In the Navigation area, make sure “Link to Previous” is NOT checked
- d. Delete the “1”