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 Title Page (page 1 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 (2nd Page)
   • Select Insert->Page Numbers (make the following selections)

     As shown in Figure 2 & Figure 3 below
     Position: Bottom of page (Footer)
     Alignment: Center
     (Unselected) Show Number on first page
     Click Format
     Number format: i,ii,iii,…
     Start at: ii
     Click ok in both windows

Figure 1

Figure 2

Figure 3
• Go to Page 2 (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. 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 number (if any) that appears on your title 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: Bottom of page (Footer)
  Alignment: Center
  (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.