Thesis Page Numbering  

Roman Numerals to Arabic Numbers

1. Insert Page Number

Go to page where roman numerals will start.

Insert tab  |  Header & Footer group  |  Page Number

Choose a number format

To remove page number on title page (1st page), check Different First Page

Header & Footer Tools/ Design tab  |  Options group  |  Different First Page

At this point, numbers will probably default to Arabic numbers. (1,2,3...)

⚠️ If footer is not selected (turned off), Header & Footer Tools/ Design tab will not be available. Click in footer area to display this tab.
2. Format as Roman Numerals (i, ii, iii, ...)

Header & Footer Tools/ Design tab | Page Number | Format Page Number

![Image of Microsoft Word interface for changing page numbers to Roman Numerals]

Change to roman numerals | OK

***If you do not want the title page to be counted as page one (second page will start numerals at i)***

![Image of changing page numbering to start at i]

Change Page numbering | Start at i

Close Header & Footer tab

At this point all pages will be numbered as Roman Numerals.
3. Insert a Section Break

Go to the end of the page where you want the Roman Numerals to end.
(Arabic Numbers will start on next page)
4. **Add Arabic Numbers** *(1,2,3 …)*

Go to page where Arabic numbers will begin.

Add Page Numbers

*Insert tab  |  Header & Footer group  |  Page Number*

***Numbers will display as roman numerals.***

Click **Link to Previous** to turn off.

*Header & Footer Tools/ Design tab  |  Navigation group  |  Link to Previous*

5. **Format as Arabic Numbers**

*Header & Footer Tools/ Design tab  |  Page Number  |  Format Page Number  (see step #2)*

*Change Number format to Arabic numbers ( 1,2,3,..)*

*Change Page numbering  |  Start at 1*

6. **Check your work!**

*Close Header & Footer tab*

*Make sure pages are numbered as needed.  Be sure to save your work!!!!*