How to Set Up a Document for Page Numbering and Margin Differences

Overview of Sections

Word allows you to have multiple margin and page numbering styles by using the Section Break feature. Think of the document as having four Sections. Each Section is detailed below in terms of its contents, its page numbering style, and its margin style. Please follow the instructions in this appendix to be sure that your Sections, page numbers, and margins are all correct before submitting your document to Graduate Research Services. Please also remember that there is a pre-formatted template for these section styles in the *Pre-Submittal Workshop* that you are free to use.

- Section 1
    - Title Page
    - Has no page numbers.
    - Has a top margin of 1.75", a left side margin of 1.5", and a 1" margin for the right and the bottom sides.
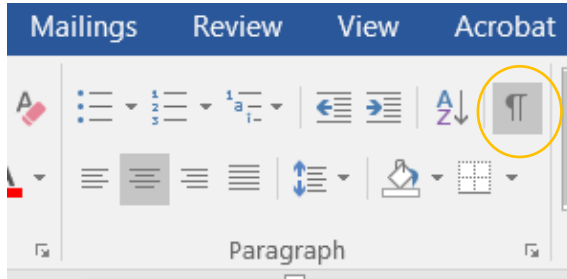
- Section 2
    - Copyright and Dedications Pages
    - Has no page numbers.
    - Has a left side margin of 1.5" and a 1" margin for the top, right, and bottom sides.

- Section 3
    - Acknowledgements, Abstract, Tables of Contents, List of Figures, and List of Tables
    - Has Roman Numeral page numbers beginning at the page on which the section starts. (For example, if the document includes a Dedication page, Section 3 starts on page "iv," but if it does not include a Dedication page, Section 3 starts on page "iii.")
    - Has a left side margin of 1.5" and a 1" margin for the top, right, and bottom sides.
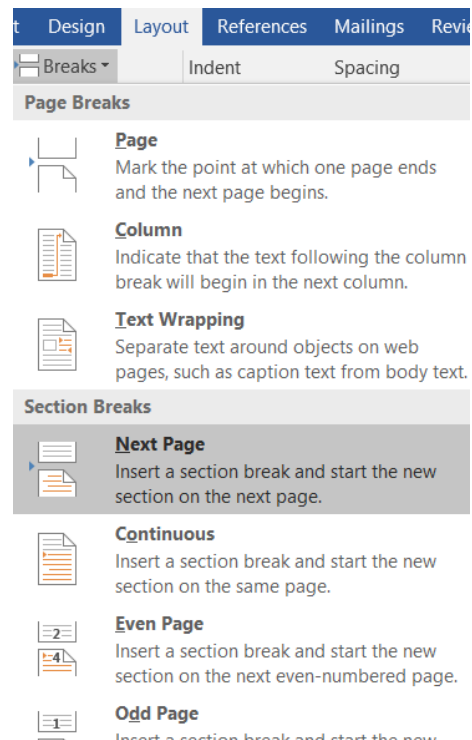
- Section 4
    - Begins with Chapter 1 of the thesis/dissertation.
    - Has Arabic Number page numbers which begin at "1" on the first page of the first chapter of the document.
    - Has a left side margin of 1.5" and a 1" margin for the top, right, and bottom sides.

How To Add Section Breaks

1. Show hidden formatting by clicking on the "Show/Hide" button; this will show all formatting, including paragraph, page, and section breaks.

2. Place the cursor at the bottom of the title page, after all of the page's material.
        a. Press the Layout tab.
        b. Press the Breaks dropdown menu.
   c. Choose "Next Page" under Section Breaks.

3. Each section's Header and Footer sections should be disconnected from the previous section. You can tell if a section is connected to the previous section by putting your cursor in the Header (double click the top of the page so that a dotted line and "Header –Section #-" appears) and Footer (double click the bottom of the page so that a dotted line and Footer –Section #" appears). If there is a note on the right side that reads "Same as Previous," then your section footers are currently connected, and need to be disconnected.

To disconnect your sections:
      a. Double-click the top/bottom of the page so that you are working in the Header/Footer.
      b. In the "Design" tab, click on "Link to Previous." This should disengage the button.
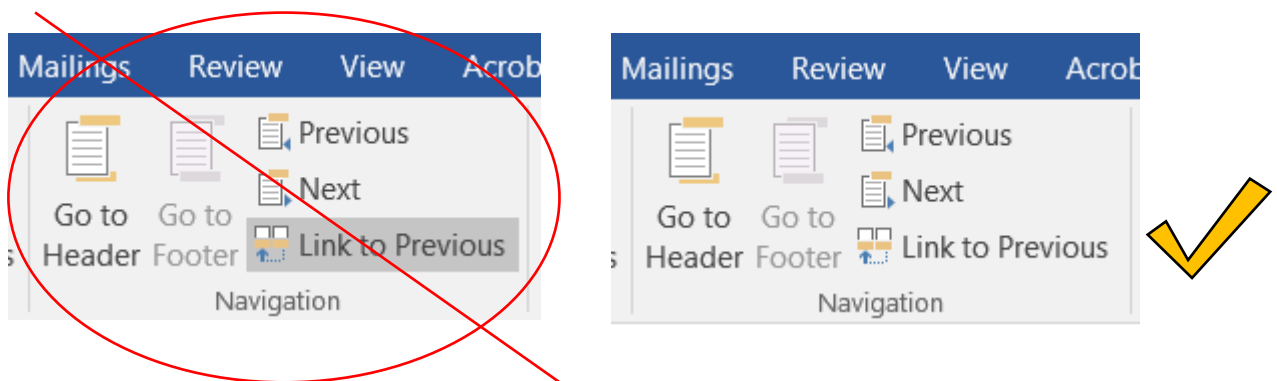
How to Add Specific Page Number Styles

1. Double-click the bottom of the page so that you are working in the Footer.

2. To remove the page number from Section 1 (the Title page), make sure that the Design tab is displayed at the top of the screen, and click on the Page Number drop-down menu, then select Remove Page Numbers. Repeat this process for Section 2 by double-clicking into the Footer of the Copyright page and selecting Remove Page Numbers for that section, as well.

3. To add lowercase Roman numeral page numbers for Section 3, double-click into the Footer of the Acknowledgements page and select the Page Number drop-down menu, and then Format Page Numbers.
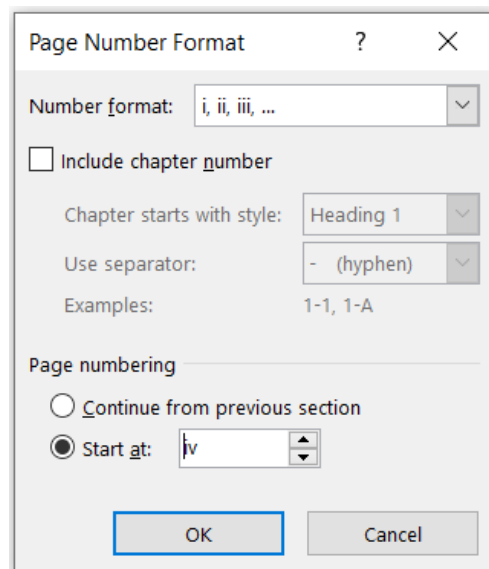
Choose the lowercase Roman numeral format, and select "Start at," then enter the correct page number. Press OK. If you have included a Dedication page, this page will be page iv. If you have not included a Dedication page, this page will be page iii. If you have not included either the Acknowledgement or Dedication pages, then your page iii will be your Abstract page.

If the page number does not appear automatically at this point, choose the Page Number drop-down menu again and press "Bottom of page," and then the option that places the page number at the center. The page number should appear. Make sure, again, that the font and font size match the rest of your document.

This section will continue through your Table of Contents, List of Figures, and List of Tables, until it finally changes to Section 4 on the first page of your thesis or dissertation's first chapter.

4. To switch to Arabic numbers on the first page of Section 4, double-click into the Footer of the first page of the first chapter of your thesis/dissertation, select the Page Number drop-down menu, and select Format Page Numbers. Choose the Arabic Number format (1, 2, 3…) and choose to "Start at" page 1.

This should make a "1" appear at the bottom center of the first page of your first chapter. Please remember to make sure that the page numbers are the same font and font size as the rest of the text in the document. To select all page numbers in the section at once, double-click into the Footer, and then double-click on the page number so that it is highlighted. Press CTRL+A to select all and change the font to the correct style and size. At that point, all page numbers in the

section should change accordingly.

How to Add Create Custom Margins in Different Sections

1. Now that your sections are set up correctly, adding custom margins is much easier. To add the correct margins for Section 1, place your cursor on the Title page and select Layout, and then the Margins drop-down menu. Select "Custom Margins…"
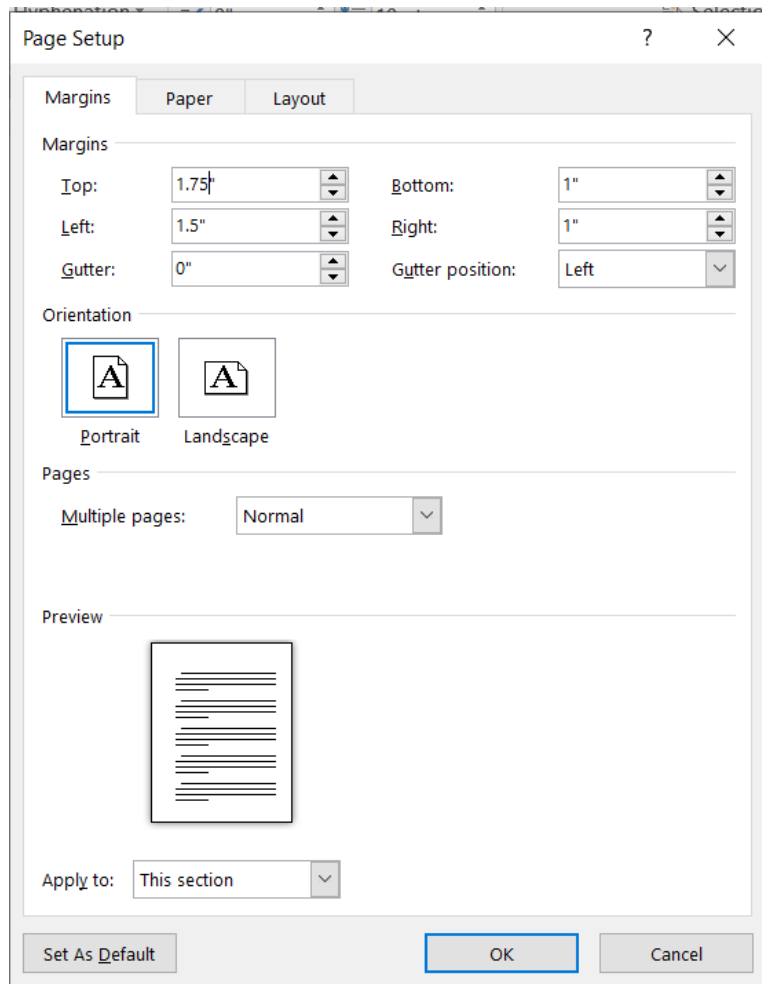
For the top margin, type 1.75"; for the left margin, type 1.5"; and for the bottom and right margins, type 1". Press OK.

2. To add correct margins in Sections 2, 3, and 4, follow the same steps, but instead of adding a 1.75" inch margin to the top, the top margin should be 1", the left margin should remain 1.5", and the right and bottom margins should remain 1".