
Formatting page numbers can be a tricky task, especially for long documents that require careful attention to detail. Using Microsoft Word 2013 to insert page numbers in a specific way is not necessarily intuitive. This document will take you through a step by step guide on how to insert page numbers in a specified way. This document outlines a step by step guide for using Microsoft Word 2013, other programs may be used to insert page numbers for your document. (It has not been confirmed, but Adobe Acrobat Pro should allow you to insert page numbers manually on each page without any issues.) Before we get started on actually formatting the page numbers, let’s take a look in depth as to what we will actually be formatting.

After you have completely put all the pages of your thesis/dissertation in order in one word document you will see that there are distinct sections to your document. There is a prefatory pages section which includes your abstract, some blank pages, title page, dedication page, table of contents, signature page, etc. There is the body of your document following the table of contents; included in the body are your introduction pages and every chapter of your thesis/dissertation. Following the last chapter of your document, you will have references, appendices, and maybe more sections.

But which pages of your document need page numbers? Which pages are counted and which pages are not? Are some pages counted but do not have page numbers? More information to answer these questions can be found under the “Preparation” tab of the Manual of Basic Formatting for ETDs page on the Graduate School website. However, a brief summary of all the page numbers needed is listed here:

- The abstract and the blank page immediately following the abstract are not counted for page numbers.
- All other prefatory pages from the title page up to, but not including, Chapter 1 (or Introduction) may be counted. But they DO NOT have page numbers on them. These pages may be designated by lower case Roman Numerals in the Table of Contents ONLY. The page that immediately follows the blank page after the abstract will be designated “i” in the table of contents.
- The pages of the body of your thesis/dissertation will be counted. This includes all pages starting from the first page of Chapter 1 (or Introduction) all the way through your references and appendices. The first page of Chapter 1 (or introduction) will be page “1”.
- The first page of each section (Chapter, appendix, reference, etc) will NOT HAVE A PAGE NUMBER ON THE PAGE, even though it is counted.
- All other pages will have page numbers on them.
- Page numbers should be in the bottom center of each page that receives one.

Getting Started
**Protecting Your Document**

Before we begin any kind of formatting work it is a good idea, if you haven't already done so, to save your put together thesis/dissertation as a dummy copy. Just go to “File”, “Save As” and name the document something different. This copy can be named whatever you want to indicate it is the one you will be working on. This way, if something goes wrong, you still have your untouched thesis/dissertation in a different document and you didn’t just lose all of your hard work! However, be sure to rename the document to something more appropriate should everything go according to plan. That way you do not submit a document named “Dummy Dissertation.” (Some people might get offended). This is especially important for electronic submissions when the document name may be seen.

**Creating Sections**

After you have created a separate save file for your thesis/dissertation we can begin the arduous process of formatting the page numbers as outlined above. However, we are not ready to add any page numbers, yet. The first thing you will need to accomplish is dividing your document into sections. The sections of your document are the natural breaking points, or anywhere there is a page break: prefatory pages, chapter 1 of your body (or introduction), each subsequent chapter, references, and any appendices or following material. Because the prefatory pages do not get page numbers on the bottom of them (even though they are counted) we do not need to worry about creating a separate section for each part. Just one section will do for all the prefatory pages: from abstract to table of contents. First, let’s make Microsoft Word show the section toolbar. This tool bar is on the bottom left of the screen where you also see your page count (“Page 1 of 20”) and word count (“2194 Words”). To also see the section number (“Section 1”) simply right click anywhere on the bottom toolbar and select “Section” so that it is checked. Having this indicator will greatly help navigation later on. Now we are ready to create sections. (NOTE: Microsoft Word automatically puts your entire document into section 1 by default. So, you do not need to create a section 1 for your prefatory pages. By creating section 2 at the start of your first chapter (or introduction) Microsoft will automatically assign it to section 2). To create a section in Microsoft Word 2013, follow these steps:

1. Put your cursor immediately after the last letter of your first chapter (or introduction).
2. Select the Page Layout Ribbon from the top toolbar.
3. In the “Page Setup” section of the Page Layout Ribbon, click the drop down menu called Breaks.
4. There will be several options in this drop down menu. Notice that there are two sections indicated by grey headlines: Page Breaks and Section Breaks. We want to use the Next Page section break. This will create a new section for everything following your cursor starting on the next page. NOTE: This may create a blank page or space with nothing on it. That is ok! Just go back to some text before the blank page or space and delete it using “Delete.” (Alternatively, you can place your cursor after the last letter (or space) on the page immediately preceding the new section and use the section break Next Page.)
5. Confirm that you now have two sections in your document by using the arrow keys (or clicking) to go between the two sections of your document and notice that the section count will change from 1 to 2 as you do so. There is a slight delay when the number changes, so be patient. (See above for how to show the section toolbar.)
6. Put your cursor immediately before the first letter of your next section.
7. Repeat steps 2-6 until your document is completely divided up into sections.
8. Your document is now divided into sections and we are one step closer to adding page numbers! Take a moment to confirm that each section break is where you would like it to be and that there is no extra blank space added.

9. If you have any landscape orientated pages, they will need to be divided into sections separately. Landscape pages should have their page number in portrait orientation.

**Formatting**

**Formatting Footers**
This is, perhaps, the least intuitive part of the whole troublesome process. By default, when Microsoft Word creates footers on pages, they are automatically linked to the previous page’s footer. This happens even in different sections. So we first must break that link between sections so that each section’s footer can be formatted separately. This is an imperative step to ensure that the first page of each section does not have a page number, but is still counted. To do this, follow this step by step guide:

1. This process is most easily completed by starting with the very last section of your document. Navigate to the last page of the last section of your document and place your cursor somewhere on that page.

2. Select the **Insert Ribbon** on the top toolbar.

3. Click the **Footer** drop down menu under the Header and Footer Section.

4. Select **Edit Footer** on this drop down menu. This will bring up a new ribbon called **Design** under the label of **Header & Footer Tools**.

5. Notice, you are now in the Header & Footer editing window, and your cursor is now in the footer of the page. Also, notice there are two grey bars on top of the dotted line that delineates the footer section from the rest of the page. One tells you that you are in the footer and what section you are in (“Footer – Section 3–”) on the left side, and the other will indicate the footer is linked with the one in the previous section on the right side (“Same as Previous”).

6. In the **Design Ribbon** there is a section called **Navigation**. Notice, in this section there is selected a button labeled **Link to Previous**. With your cursor in the footer, deselect **Link to Previous** so that it is no longer highlighted. This severs the bond from this section’s footers to previous section’s footers. Notice the grey bar indicating “Same as Previous” is now gone.

7. Navigate to the previous section, this is most easily done by clicking **Previous** in the navigation section of the Design Ribbon (just two buttons above Link to Previous). You may also scroll to the previous section and double click near the bottom of the page to edit the footer. Notice, in this section’s footer the grey bar indicating “Same as Previous” is still here.

8. Repeat steps 6-7 until you have unlinked all of your sections from each other.

9. Confirm that all of the footers in your document are not linked to the previous section by seeing that there is no grey bar claiming “Same as Previous” above the footer.

Note, you may do the same procedure for your headers, too.

**Deleting Page Numbers**
Before we begin adding page numbers to your thesis/dissertation, there needs to be no page numbers anywhere in your document. Having existing page numbers can cause separate issues when trying to
reformat new page numbers. If you do not have any page numbers on your document, you may skip this section and get on with adding page numbers! If you do have page numbers, or any other information in your footer, you’ll need to delete them by following these steps:

1. If you are not already, enter the Header and Footer editing window by either double clicking near the bottom of a page, or by going to the Insert Ribbon, click the drop down menu called Footer, and select Edit Footer.
2. You can navigate to each section’s footer by clicking Next or Previous under the Navigation section of the Design Ribbon.
3. When you come to a footer that has something in it, simply click on the drop down menu called Footer and select Remove Footer.
4. Navigate to each footer, removing every one so that your document has no page numbers or anything else in the footer.

Adding Page Numbers

Finally! We are ready to add page numbers to your thesis/dissertation. This is the trickiest part from this procedure because if you make a mistake, it is likely you will need to start over completely by deleting all page numbers in a section (or even the whole document) by using the above steps, and starting again. NOTE: Before adding page numbers, even in the procedure below, make sure that your sections are NOT linked with one another. See instructions above on “Formatting Footers” to unlink footers. That being said, if you follow these steps carefully, your thesis/dissertation will soon be complete with pagination.

1. Navigate to the first page of the first chapter (or introduction) of your thesis/dissertation. This page does not have a page number in the footer but is counted.
2. Enter the Header and Footer editing window by either double clicking near the bottom of a page, or by going to the Insert Ribbon, click the drop down menu called Footer, and select Edit Footer.
3. Under the Options section of the Design Ribbon, select Different First Page. You will know it is selected if there is a check mark in the box to the left of the option.
4. NOTE: SELECTING DIFFERENT FIRST PAGE MAY RELINK YOUR FOOTER TO THE PREVIOUS SECTION. If this happens unselect Link to Previous under the navigation section by clicking the button off. If it is deselected, it will not be highlighted. DO NOT ADD PAGE NUMBERS TO ANY FOOTER THAT IS LINKED TO THE PREVIOUS SECTION.
5. You will notice that after you select Different First Page, the grey bar at the top left of the footer will now read “First Page Footer –Section 1-“.
6. Since we do not want a page number on this first page, Navigate to the second page of the first section. You can do this by clicking Next under the Navigation section or by scrolling down a page and clicking inside the footer of the second page.
7. Click the Page Number drop down menu on the left hand side under the Header & Footer section of the Design Ribbon.
8. Under this drop down menu hover your mouse over the Bottom of page selection.
9. Select Plain Number 2 to put a page number at the bottom center of the page.
   You’ll notice, however, this page number is not page number “2” like we want, but instead the
page number that the page is in your document. We will need to tell Microsoft word to start this page number at page 2.

10. To do this, select **Page Number** in the design ribbon, but this time select **Format Page Numbers**.

11. At the bottom of the pop up menu entitled “Page Numbering” you’ll notice the option “Continue from previous section” is selected. Select the option **“Start At”** and enter in the number 1. And click **OK**.

   This tells Microsoft word to start the page numbering in this section with page number 1. Thus the second page should now have the page number “2” at its bottom center. We will not need to do this step for the remaining sections.

12. You’ll notice that the remaining pages in section 2 (the first chapter or introduction of your thesis/ dissertation) have page numbers on them.

13. Navigate to the next section of your thesis/ dissertation by clicking the **Next** button under the **Navigation** section. (This should take you to the first page of your next section no matter what page of the previous section your cursor was in.)

14. Select the option for **Different First Page** and deselect **Link to Previous** if it becomes selected.

15. Click the **Next** button to navigate to the second page of this section.

16. Click **Page Number, Bottom of Page**, and then **Plain Number 2**.

17. Confirm that the page number that appears is the one that is desired. (Example: if the previous section ended on page five, the page number on the second page of this section should be 7.)

18. Repeat steps 13-17 for the remaining sections in your thesis/ dissertation.

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**Checking your Document**

It is very important to check your document after you make major edits like pagination to ensure that everything is how you want it to be. Take some time to check the pagination to ensure it is as described in the first section of this document. If you renamed your document to something that indicated it as the draft you were working on for pagination, do not forget to rename the document to something more appropriate.

CONGRATULATIONS!!!! Your thesis/ dissertation now has pagination. In all likelihood, one of the trickiest parts of formatting your document is now finished. Take a moment to relax!