Numbering Your Pages
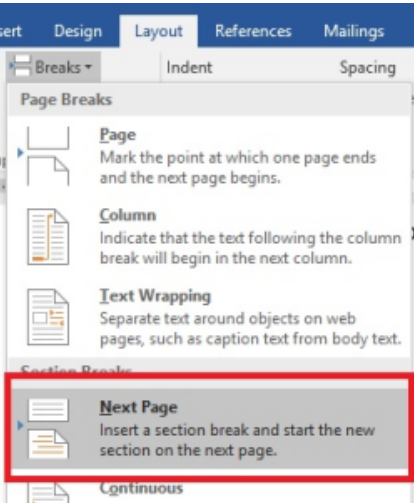
To meet Drew's requirements for page numbers on your thesis, please follow these instructions.

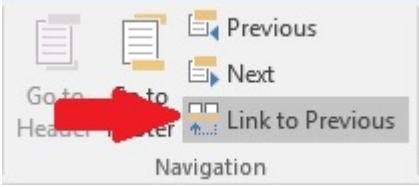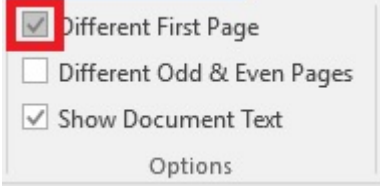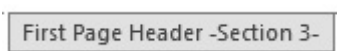Note: We are assuming you are here because your thesis is entirely in one file and you did not start from the Drew dissertation template (which has page numbering built in). If you have multiple files for each section, then you should add the appropriate page numbers to each file, save them as PDFs, and follow the instructions to merge PDF files at PDF-XChange Editor.

Please expand the section appropriate to the computer you are working on by clicking on the proper link below.

Consider turning on the paragraph marks (clicking ¶) so that you can see line breaks, page breaks, and section breaks.

Windows Computer

1. Put your cursor at the end of the text before your Table of Contents (usually the Dedication page).	Lorem ipsum dolor sit a massa.
2. Go to the Layout tab and open the Breaks menu, in the Page Setup group. Choose "Next Page" from the Section Breaks section.	
3. Repeat adding these section breaks to the page before each of the following locations: • Table of Contents • Introduction/First Chapter • Each chapter • Conclusion (if you have one) • Bibliography/Works Cited • Vita (if required)	⚠ Note: Please avoid using a Continuous section break; only use the Next Page section break.
4. Return to your Table of Contents page.	⊘ Tip: Ctrl+Home on a Windows keyboard will get you to your first page quickly.

|	
5. Double click in the Header	¶ Header -Section 2-　　　　　TABLE·OF·CONTENTS¶　　　Same as Previous
6. In the Navigation group of the Header & Footer Tools Design tab, click **Link to Previous** to turn off the link.	Previous Next Go to Go to Header Footer　Link to Previous Navigation
7. Put your cursor in the Footer on the Table of Contents page and again click **Link to Previous** to turn off the link.	
8. Put your cursor in the Header on the first page of the Introduction/first chapter. Check the **Different First Page** box in the Options group on your Design tab.	☑ Different First Page ☐ Different Odd & Even Pages ☑ Show Document Text Options
9. Click **Link to Previous** to turn off the link. Put your cursor in the footer on this page and again click **Link to Previous** to turn off the link. The note on your Header will now read "First Page Header - Section 3-".	First Page Header -Section 3-
10. Put your cursor in the Header on the second page of your introduction/first chapter, which will simply say "Header - Section 3-". Click **Link to Previous** to turn off the link. Repeat in the Footer.	⊘ Tip: You can use the **Next** button in the Navigation group to jump down to the next header. The cursor will go from the first page header in a chapter to the second page in that chapter (after Different First Page is turned on) to the next section (or chapter).
11. Put your cursor in the Header on the first page of your next chapter. Check the **Different First Page** box in the Options group on your Design tab.	**Note: You do NOT need to turn off the link between your introduction, chapters, and bibliography.** These sections all have the same formatting.
12. Repeat this step in the Header on the first page of each chapter and your bibliography/works cited.	
13. If you have a Vita, turn off the **Link to Previous** option in both the Header and the Footer.	There is no need to set Different First Page on your one-page Vita.
14. Save your file. You've done a lot of work!!	

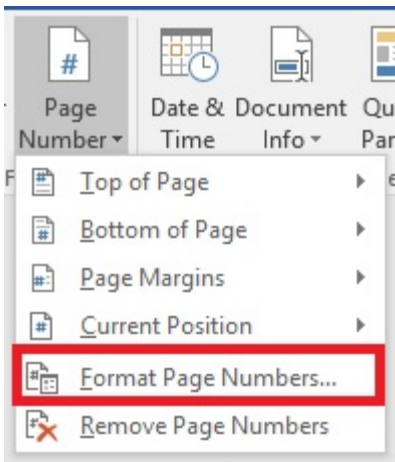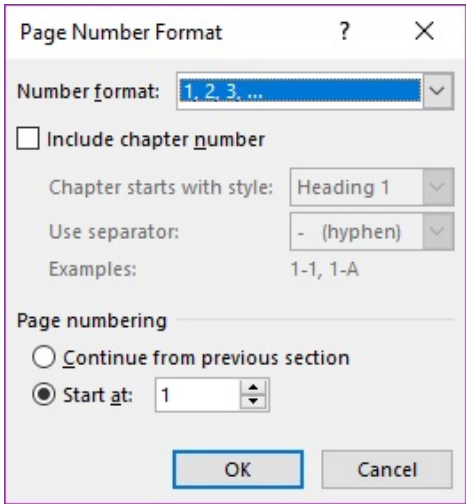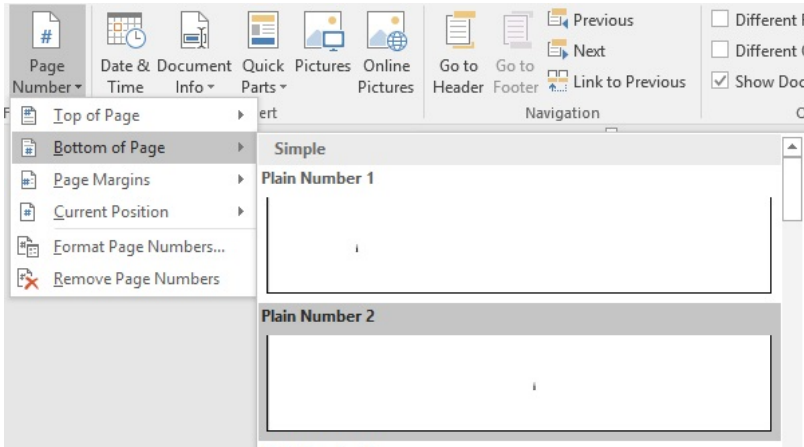|	
15. Put your cursor in the Footer of your Table of Contents (Section 2). Click **Page Number** in the Header & Footer group, then choose **Format Page Numbers...**	
16. Change the Number format option to lowercase Roman numerals (i, ii, iii, ...). Make sure Page numbering is still set to "Continue from previous section". Click **OK**.	
17. Open the **Page Number** menu again and hover over **Bottom of Page** to expand that part of the menu. Choose **Plain Number 2**.	
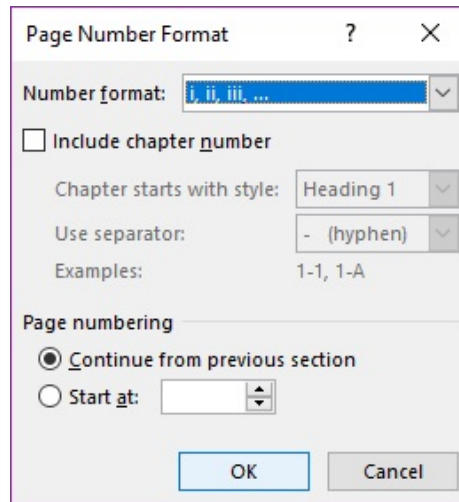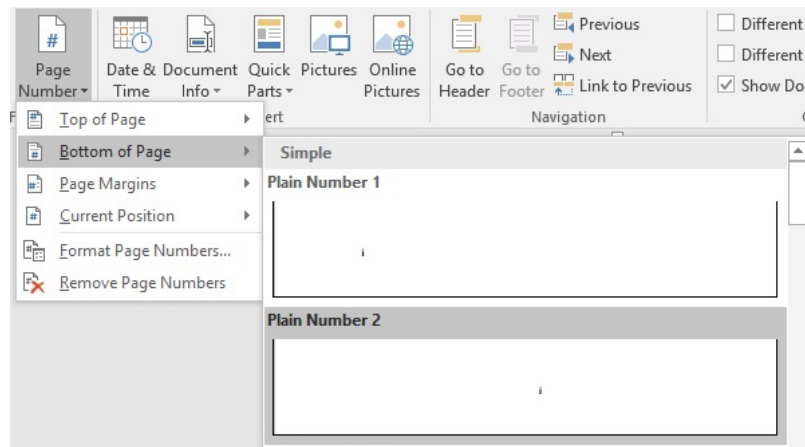
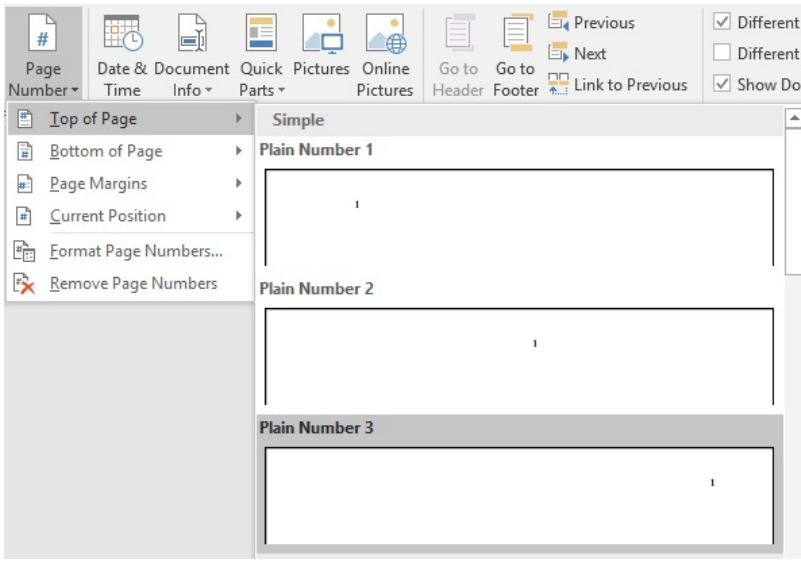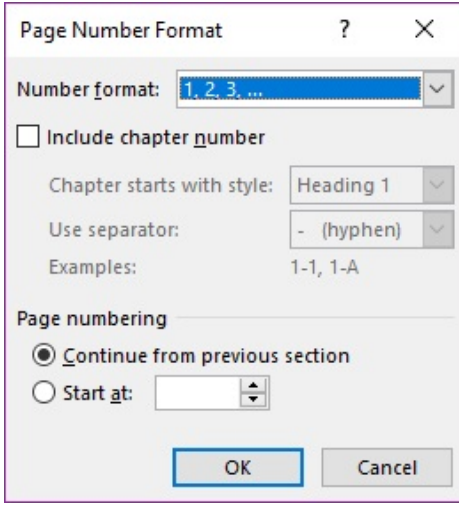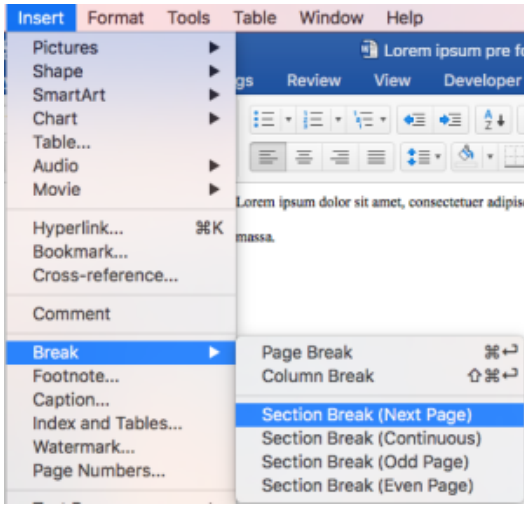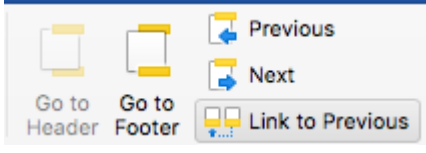|	
18. Put your cursor in the First Page Footer of Section 3 (the first page of your introduction/first chapter). Click **Page Number** in the Header & Footer group, then choose **Format Page Numbers...**	# Page Number ▾ Date & Time Document Info ▾ Qu... Par ⊞ Top of Page ▸ ⊞ Bottom of Page ▸ ⊞ Page Margins ▸ ⊞ Current Position ▸ ⊞ Format Page Numbers... ⊞ Remove Page Numbers
19. Change the Number format option to Arabic numerals (1, 2, 3, ...). Change Page numbering to "Start at:". If 1 is not filled in automatically, change the field to read 1. Click **OK**.	**Page Number Format** ? ✕ Number format: 1, 2, 3, ... ▾ ☐ Include chapter number Chapter starts with style: Heading 1 ▾ Use separator: - (hyphen) ▾ Examples: 1-1, 1-A Page numbering ○ Continue from previous section ◉ Start at: 1 OK Cancel
20. Open the **Page Number** menu again and hover over **Bottom of Page** to expand that part of the menu. Choose **Plain Number 2**.	# Page Number ▾ Date & Time Document Info ▾ Quick Parts ▾ Pictures Online Pictures Go to Header Go to Footer Link to Previous ☐ Different F ☐ Different (☑ Show Doc Navigation ⊞ Top of Page ▸ ert ⊞ Bottom of Page ▸ Simple ⊞ Page Margins ▸ **Plain Number 1** ⊞ Current Position ▸ ⊞ Format Page Numbers... ⊞ Remove Page Numbers **Plain Number 2**
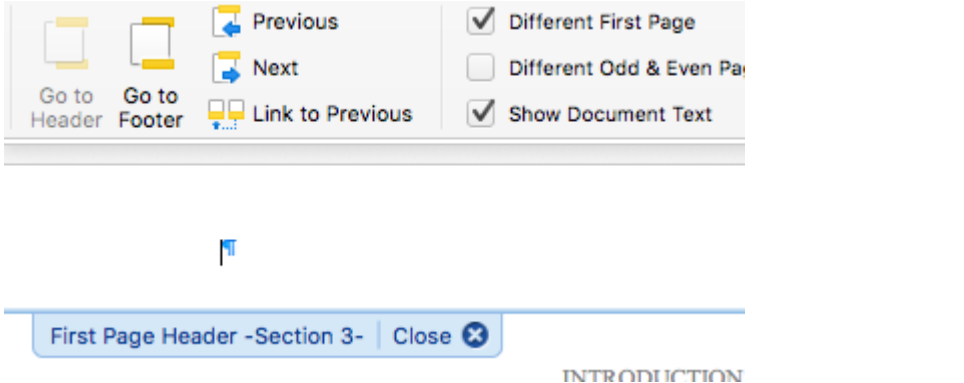
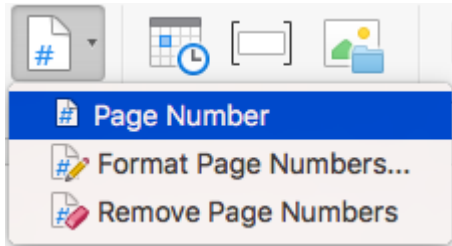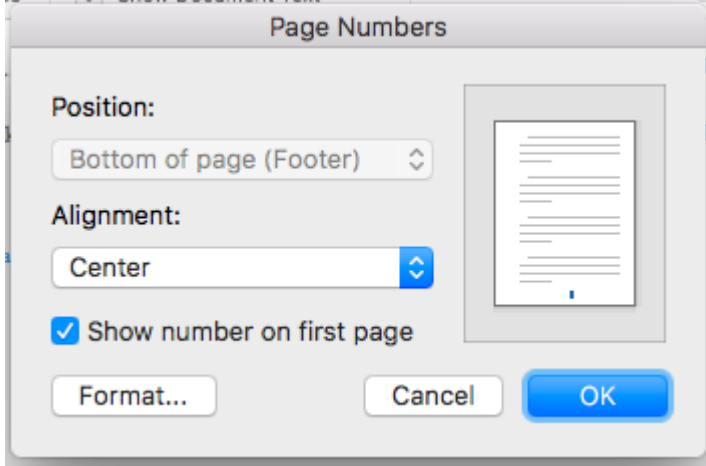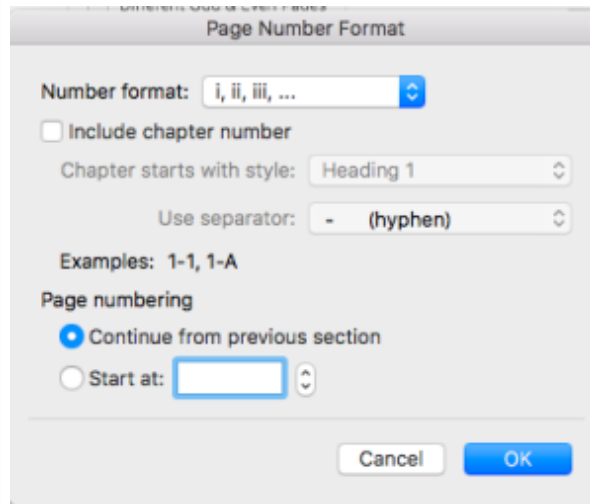|	
21. Put your cursor in the Header of Section 3 (the second page of your introduction). Click **Page Number** in the Header & Footer group, then hover over **Top of Page** to expand that part of the menu. Choose **Plain Number 3**.	
22. If you left the links turned on between your chapters, you should be able to check the remaining pages in the body of your text and find the page numbers counting up, moving to the bottom center on the first page of each chapter, remaining top right for all other pages. If the number on the first page of a subsequent chapter changes to 1: • Click **Page Number** in the Header & Footer group, then choose **Format Page Numbers...** • Leave the Number format: option at 1, 2, 3, ... • Change the Page numbering option to "Continue from previous section". • Click **OK**.	
23. If you have a Vita, double check that there are no page numbers in the header or footer. If there are, make sure the Link to Previous option is turned off (not on a darker grey background than the rest of the options in the menu). If you turn that off and the numbers are still there, simply put your cursor in front of the number and hit Delete twice.	
24. Save again. You're done!!!	

Mac/Apple Computer

1. Put your cursor at the end of the text before your Table of Contents (usually the Dedication page).	

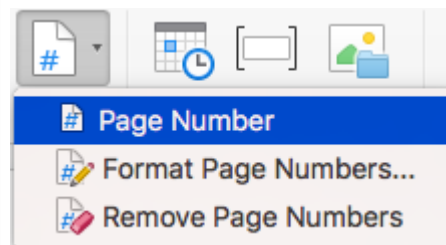|	
2. Go to the Insert menu and hover over Breaks. Choose "Section Break (Next Page)".	**Insert** Format Tools Table Window Help Pictures ▶ Shape ▶ SmartArt ▶ Chart ▶ Table... Audio ▶ Movie ▶ Hyperlink... ⌘K Bookmark... Cross-reference... Comment Break ▶ → Page Break ⌘↵ Footnote... Column Break ⇧⌘↵ Caption... **Section Break (Next Page)** Index and Tables... Section Break (Continuous) Watermark... Section Break (Odd Page) Page Numbers... Section Break (Even Page)
3. Repeat adding these section breaks to the page before each of the following locations: • Table of Contents • Introduction • Each chapter • Conclusion (if you have one) • Bibliography/Works Cited • Vita (if required)	⚠ Note: Please avoid using a Continuous section break; only use the Next Page section break.
4. Return to your Table of Contents page.	
5. Double click in the Header.	¶ Header -Section 2- | Same as Previous | Close ⊗ TABLE·OF·CONTENTS¶
6. In the Header & Footer tab, click **Link to Previous** to turn off the link.	Previous Next Go to Go to Link to Previous Header Footer
7. Put your cursor in the Footer on the Table of Contents page and again click **Link to Previous** to turn off the link.	✓ Tip: You can use the **Go to Footer** button in the ribbon to jump down to the Footer.
8. Put your cursor in the Header on the first page of the introduction/first chapter. Check the **Different First Page** box in the ribbon. Click **Link to Previous** to turn off the link. The note on your Header will now read "First Page Header - Section 3-".	Previous ✓ Different First Page Next ☐ Different Odd & Even Pag Go to Go to Link to Previous ✓ Show Document Text Header Footer ¶ First Page Header -Section 3- | Close ⊗ INTRODUCTION

⊘

9. Put your cursor in the footer on this page and again click **Link to Previous** to turn off the link. The note on your Footer will now read "First Page Footer -Section 3-".	Tip: You can use the **Go to Footer** button in the ribbon to jump down to the Footer.
10. Put your cursor in the Header on the next page of this chapter. Click **Link to Previous** to turn off the link. Move down to the Footer and click **Link to Previous** to turn off the link.	Tip: You can use the **Next** button in the Navigation group to jump down to the next header. The cursor will go from the first page header in a chapter to the second page in that chapter (after Different First Page is turned on) to the next section (or chapter).
11. Put your cursor in the Header on the first page of your next chapter. Check the **Different First Page** box in the Options group on your Design tab.	**Note: You do NOT need to turn off the link between your introduction, chapters, and bibliography.** These sections all have the same formatting.
12. Repeat this step in the Header on the first page of each chapter and your bibliography/works cited.	
13. If you have a Vita, turn off the **Link to Previous** option in both the Header and the Footer.	There is no need to set Different First Page on your one-page Vita.
14. Save your file. You've done a lot of work!!	
15. Put your cursor in the Footer of your Table of Contents (Section 2). Click **Page Number** in the Header & Footer ribbon, then choose **Page Number**.	
16. Change the Alignment to Center. Click the **Format** button.	

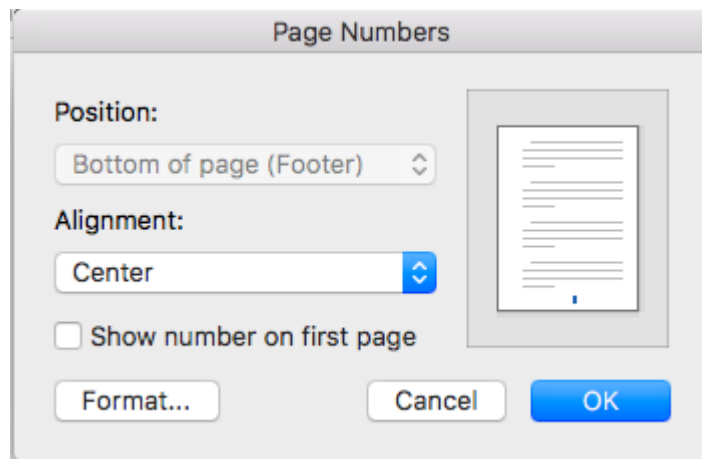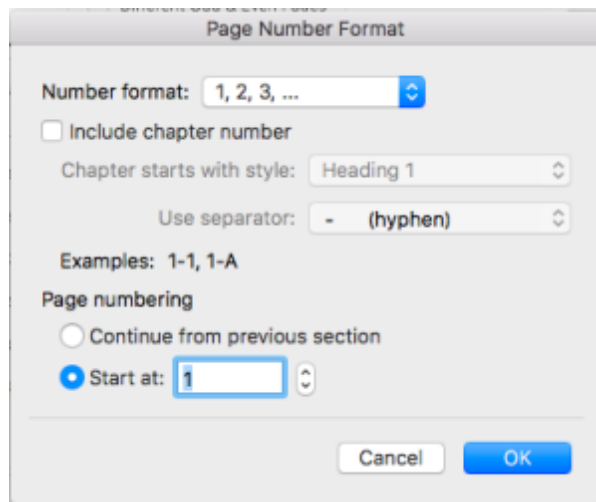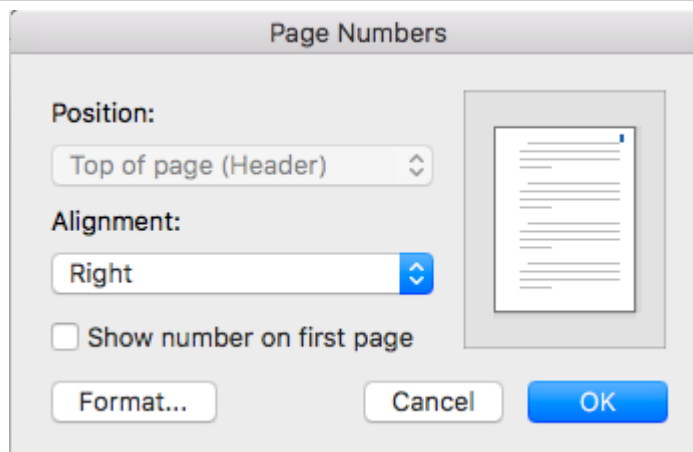|	
17. Change the Number format option to lowercase Roman numerals (i, ii, iii, ...). Make sure Page numbering is still set to "Continue from previous section". Click **OK**. Click **OK** again.	**Page Number Format** Number format: i, ii, iii, ... ☐ Include chapter number Chapter starts with style: Heading 1 Use separator: - (hyphen) Examples: 1-1, 1-A Page numbering ⦿ Continue from previous section ◯ Start at: [ ] Cancel OK
18. Put your cursor in the First Page Footer of Section 3 (the first page of your introduction/first chapter). Click **Page Number** in the Header & Footer ribbon, then choose **Page Number**.	# ▾ 🖳 ▭ 🖼 #️ **Page Number** #️ Format Page Numbers... #️ Remove Page Numbers
19. Change the Alignment to Center. Click the **Format** button.	**Page Numbers** Position: Bottom of page (Footer) Alignment: Center ☐ Show number on first page Format... Cancel OK
	Note: DO NOT check the "Show page number on first page" box.

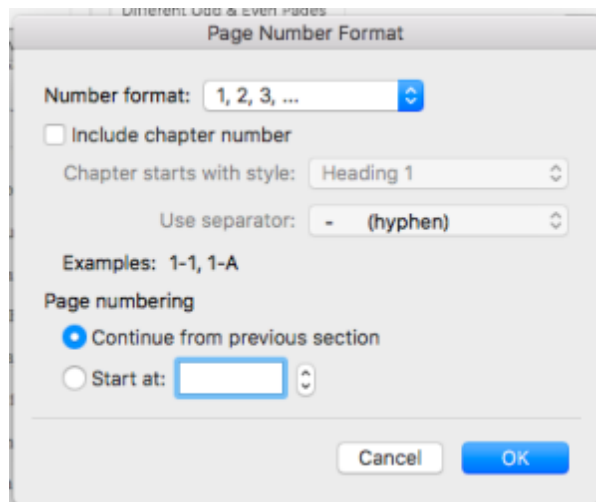|	
20. Change the Number format option to Arabic numerals (1, 2, 3, ...). Change Page numbering to "Start at:". If 1 is not filled in automatically, change the field to read 1. Click **OK**. Click **OK** again.	
21. Put your cursor in the Header of Section 3 (the second page of your introduction). Click **Page Number** in the Header & Footer ribbon, then choose **Page Number**. Leave the alignment set to Right and click **OK**.	Page Numbers Position: Top of page (Header) Alignment: Right ☐ Show number on first page Format... Cancel OK
22. If you left the links turned on between your chapters, you should be able to check the remaining pages in the body of your text and find the page numbers counting up, moving to the bottom center on the first page of each chapter, remaining top right for all other pages. If the number on the first page of a subsequent chapter changes to 1: • Click **Page Number** in the Header & Footer ribbon, then choose **Format Page Numbers...** • Leave the Number format: option at 1, 2, 3, ... • Change the Page numbering option to "Continue from previous section". • Click **OK**.	Different Odd & Even Pages Page Number Format Number format: 1, 2, 3, ... ☐ Include chapter number Chapter starts with style: Heading 1 Use separator: - (hyphen) Examples: 1-1, 1-A Page numbering ● Continue from previous section ○ Start at: Cancel OK
23. If you have a Vita, double check that there are no page numbers in the header or footer. If there are, make sure the Link to Previous option is turned off (not on a darker grey background than the rest of the options in the menu). If you turn that off and the numbers are still there, simply put your cursor in front of the number and hit Delete twice.	

24. Save again. You're done!!!	

Google Docs

A new feature in Google Docs will allow you to add section breaks and differently-formatted page numbers (see https://support.google.com/docs/answer/86629), but as of this writing, you cannot add lowercase Roman numeral page numbers unless you do so manually. For this reason, we still recommend writing your thesis in Microsoft Word.