# Pagination in Microsoft Word

Below are directions detailing how to manage the page number formatting required for your thesis paper. We have directions both for Microsoft Word on a Windows machine and on a Mac.

- Windows
- Mac

You may also watch our video tutorials describing the same process:

- Word: Pagination for Windows
- Word: Pagination for Macs

**IMPORTANT:** Formatting page numbers can be a rather complicated process. Complete the process all at once—don't try to begin, save your project, and then come back to it later. Follow the directions below exactly, and the process will be quite painless.

## Windows

Follow the step-by-step directions below to add and format page numbers.

### Step 1: Add Section Breaks

First, you need to add section breaks between

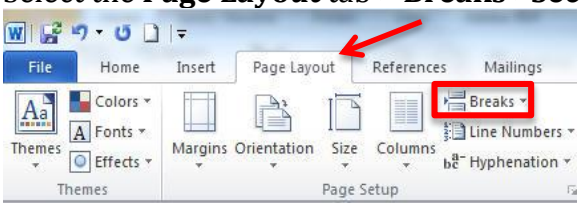
- the title page and the introductory material
- the introductory material and body of the paper

1. Click the **paragraph symbol** in the Home tab of the ribbon

2. Delete the paragraph marks separating the title page from the first line of your introductory material.

3. Place your cursor after the last line of text on the title page.

4. Select the **Page Layout** tab > **Breaks** >**Section Breaks-Next Page**




5. Delete the paragraph marks separating the introductory material from the first line of your body page.

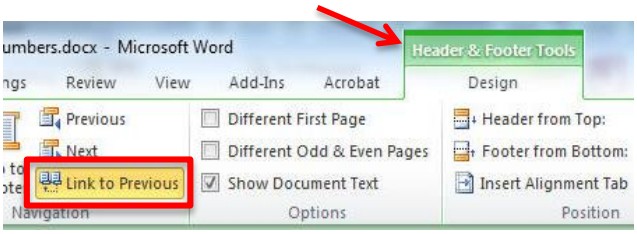
6. Place your cursor after the last line of text on the introductory pages.

7. Select the **Page Layout** tab > **Breaks** >**Section Breaks-Next Page.**

## Step 2: Turn Off “Link to Previous”

1. Double click in the header area of the first introductory page.

2. The **Header & Footer Tools** tab automatically opens. Make sure **Link to Previous** is **NOT** selected.




3. Click in the footer area of the first introductory page. Make sure **Link to Previous** is **NOT** selected.

4. Double click in the header area of the first body page.

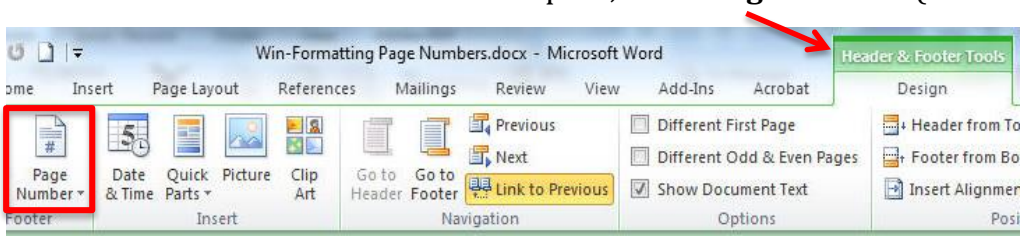
5. Select the **Header and Footer** tab and make sure **Link to Previous** is **NOT** checked.

6. Click in the footer area of the first body page and make sure **Link to Previous** is **NOT** checked.

## Step 3: Add Page Numbers to Introductory Material

1. Go to the first page of introductory material (after the title page) and double-click in the footer area.

2. In the **Header & Footer Tools** tab that opens, select **Page Number** (located on the left-hand side).




3. Select **Bottom of Page > Plain Number 2** (the centered option)

4. Go back to **Page Number**

5. Choose **Format Page Numbers…**

6. Make the following changes to the settings in the *Page Number Format* window:
   a. Number Format: **i, ii, iii**
   b. Start at: **ii**
   c. Click **OK.**

7. Double-click in the main body of the page or click **Close Header and Footer** to leave the footer area.

### Step 4: Add Page Numbers to Body Material

1. Place your cursor on the first page of the body material and double-click in the header area.

2. In the **Header & Footer Tools** tab that opens, select **Page Number**.

3. Select **Top of Page > Plain Number 3** (the right-justified option).

4. Click **Page Number** from the ribbon again.

5. Choose **Format Page Numbers…**

6. Make the following changes to the settings in the *Page Number Format* window:
   a. Number Format: **1, 2, 3**
   b. Start at: **1**
   c. Click **OK.**

7. Double-click in the main body of the page or click **Close Header and Footer** to leave the header area.

## Mac

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Follow the step-by-step directions below to add and format page numbers.

### Step 1: Add Section Breaks

First, you need to add section breaks between

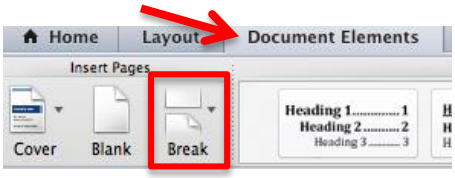
- the title page and the introductory material
- the introductory material and body of the paper

1. Click the **paragraph symbol** at the top of the screen

2. Delete the paragraph marks separating the title page from the first line of your introductory material.

3. Place your cursor after the last line of text on the title page.

4. Select the **Layout** tab > **Breaks** >**Section Breaks-Next Page**




5. Delete the paragraph marks separating the introductory material from the first line of your body page.

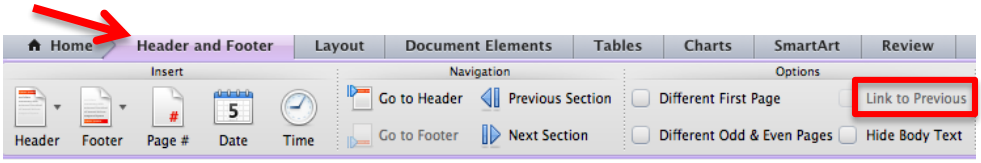
6. Place your cursor after the last line of text on the introductory pages.

7. Select the **Layout** tab > **Breaks** >**Section Breaks-Next Page**

## Step 2: Turn Off “Link to Previous”

1. Double click in the header area of the first introductory page.

2. Select the **Header and Footer** tab and make sure **Link to Previous** is **NOT** checked.




3. Click in the footer area of the first introductory page and do the same.

4. Double click in the header area of the first body page.

5. Select the **Header and Footer** tab and make sure **Link to Previous** is **NOT** checked.

6. Click in the footer area of the first body page and do the same.

## Step 3: Add Page Numbers to Introductory Material

1. Place your cursor on the first page of introductory material (after the title page).

2. Select the **Document Elements** tab < **Page #.**

3. Make the following changes to the settings in the *Page Numbers* window:
   a. Position: Bottom of page (Footer)
   b. Alignment: Center
   c. Make sure **Show number on first page** is checked
   d. Click **Format**
      i. Number Format: **i, ii, iii**
      ii. Start at: **ii**
   e. Click **OK** twice

## Step 4: Add Page Numbers to Body Material

1. Place your cursor on the first page of the body material.

2. Select the **Document Elements** tab > **Page #.**

3. Make the following changes to the settings in the *Page Numbers* window:
   a. Position: Top of page (Header)
   b. Alignment: Right
   c. Make sure that **Show number on first page** is checked
   d. Click **Format**
      i. Number Format: **1, 2, 3**
      ii. Start at: **1**
   e. Click **OK** twice