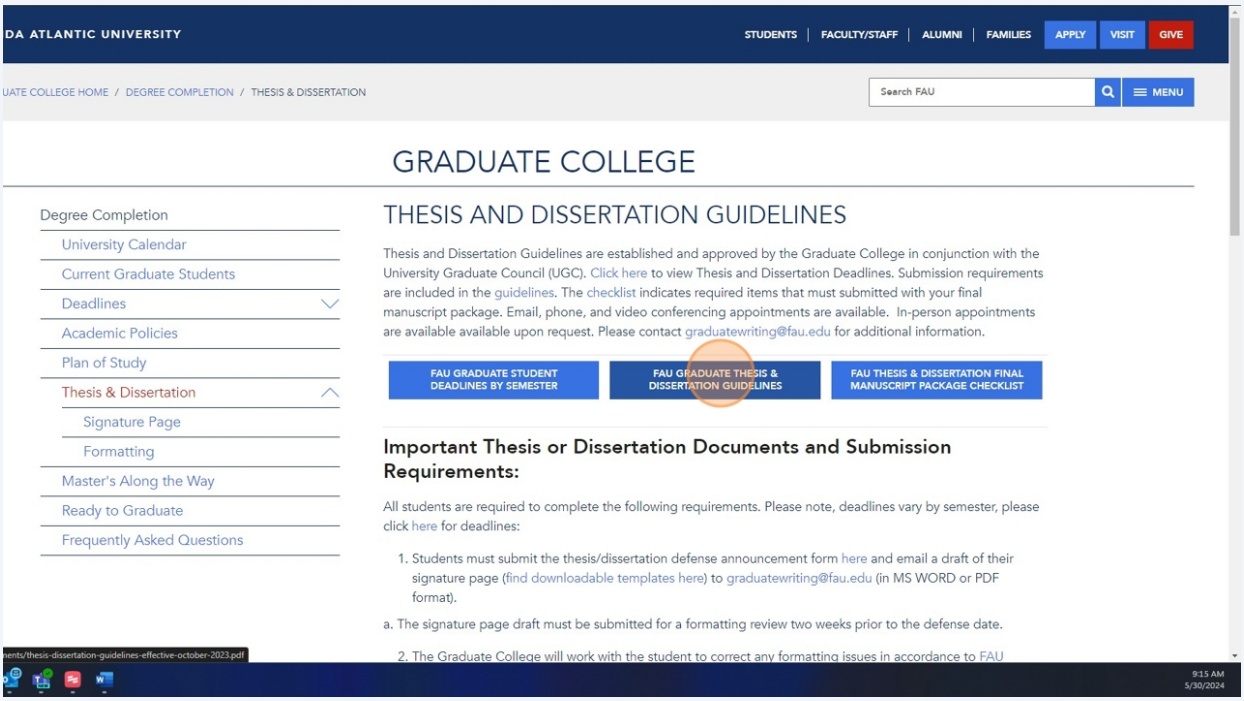
Adding and Formatting Page Numbers Tutorial

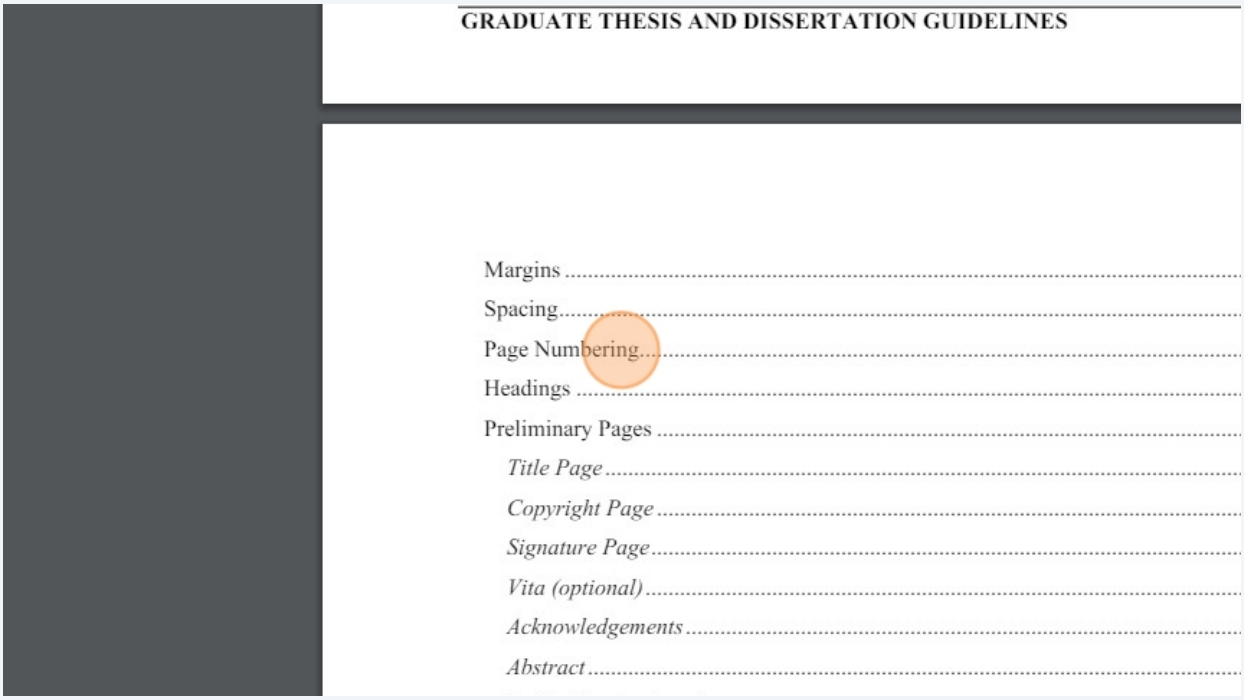
FLORIDA ATLANTIC UNIVERSITY
Graduate College

This guide provides step-by-step instructions on how to add and format page numbers in Microsoft Word. It includes detailed instructions on inserting page numbers, removing page numbers from specific pages, formatting page numbers for different sections, and fixing page numbering restarts. This guide is ideal for anyone who needs to add and format page numbers in their Word documents, such as students working on theses or dissertations.

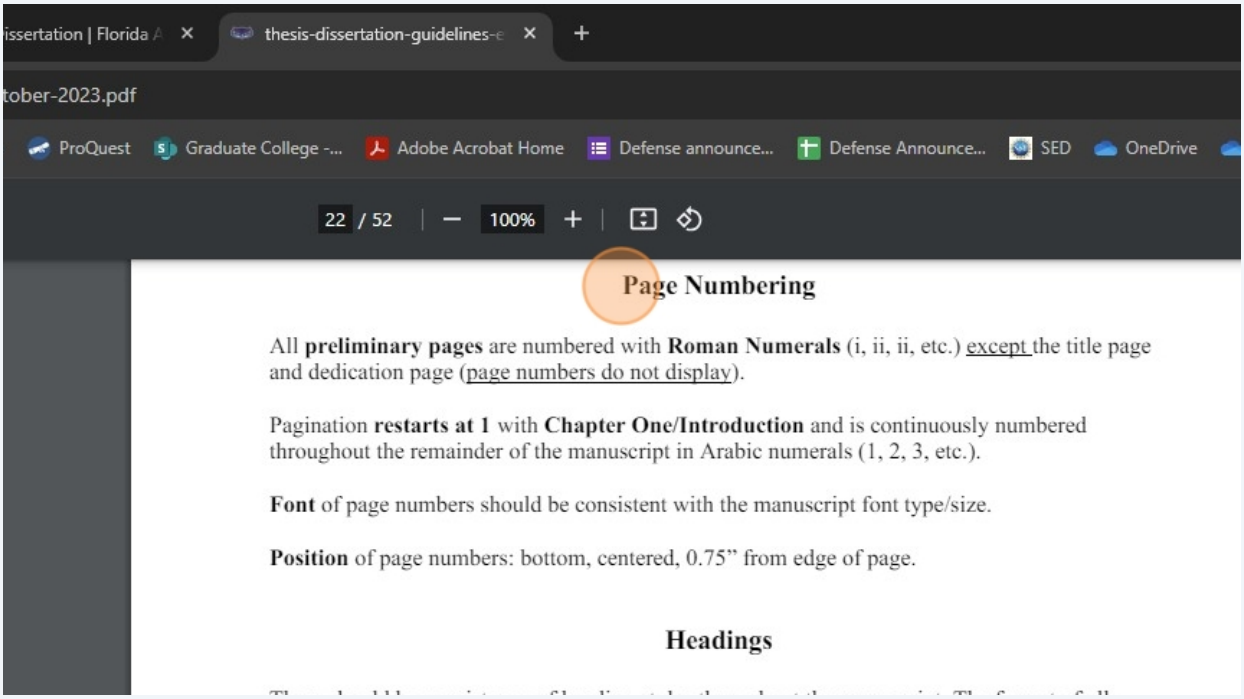
1 Please visit our website and open the Thesis/Dissertation Guidelines at https://www.fau.edu/graduate/degree-completion/thesis-dissertation/



2 Scroll down to page 3 and find the Page Numbering section and click on it to jump to the page numbering requirements.

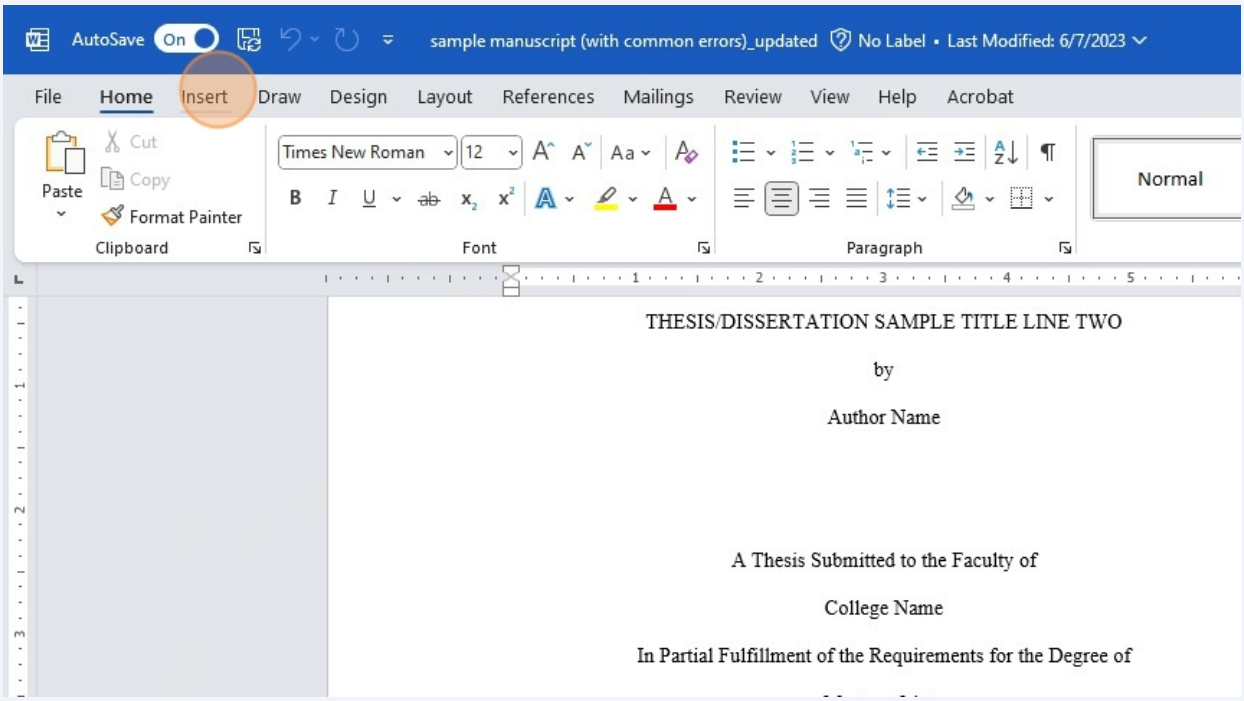


3 Review the Page Numbering Requirements carefully.

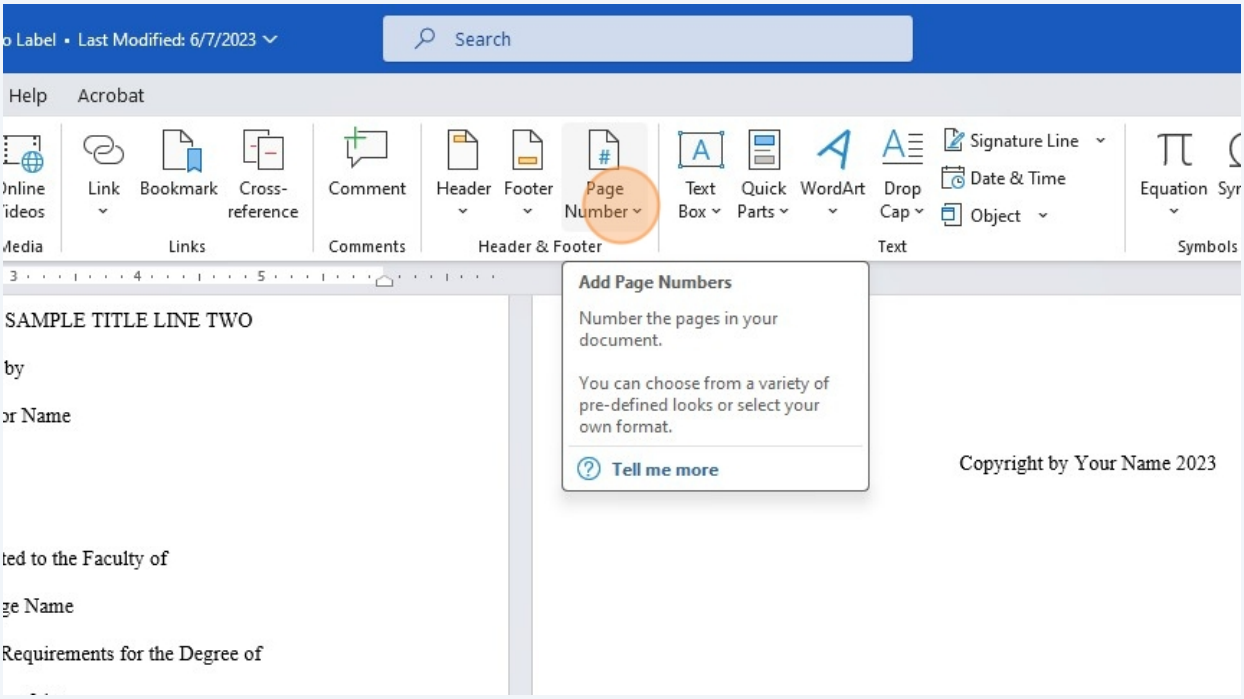


4 Open your manuscript in Microsoft Word. On the title page please insert the page numbers following these steps.

Click "Insert"

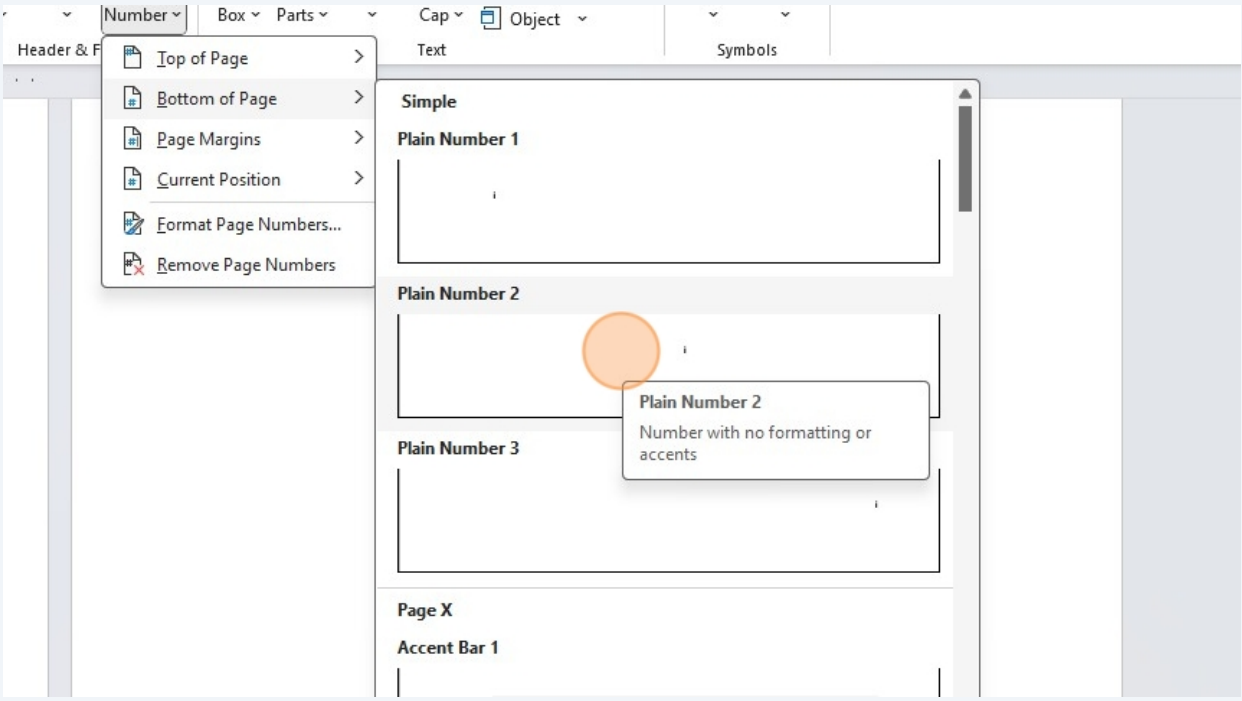


5 Click "Page Number"

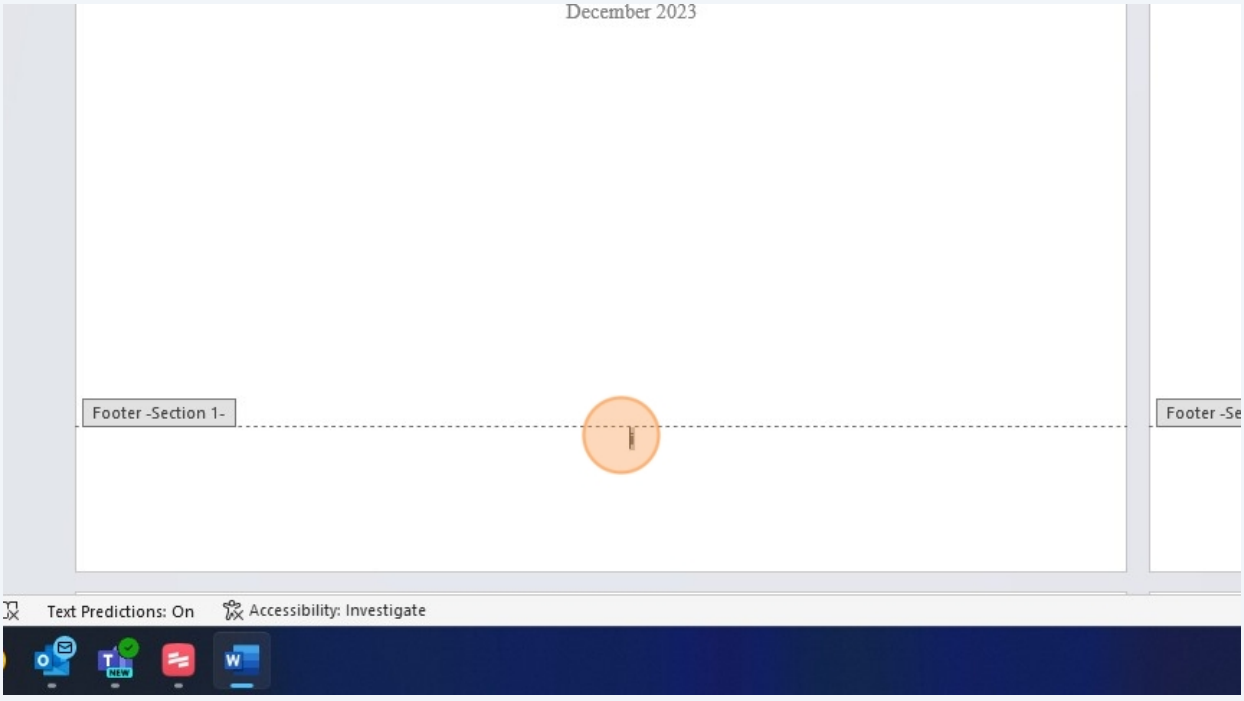


6 Go to 'Bottom of Page'.

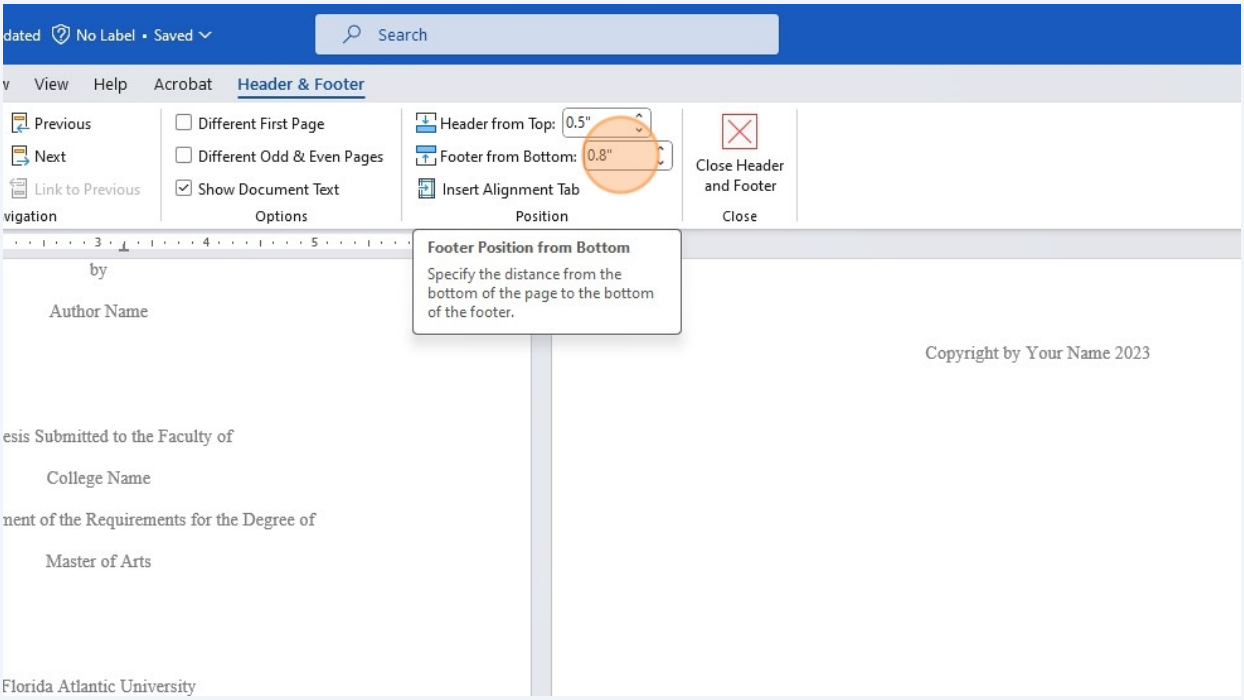
Click "Plain Number 2"



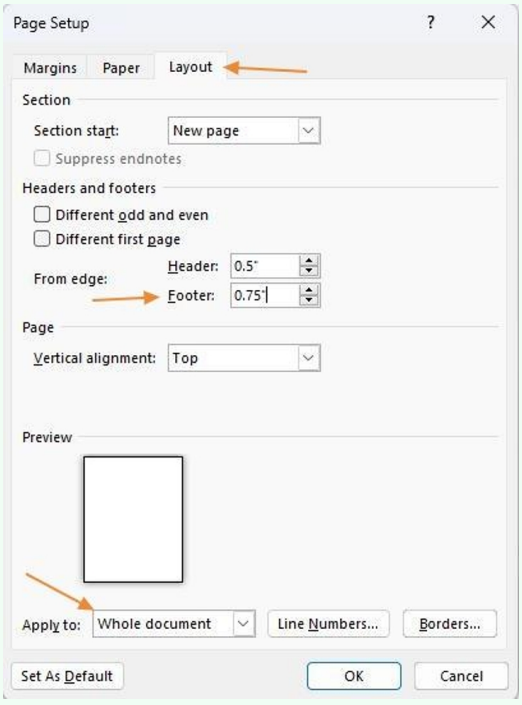
7 Double click into the footer section, the 'Header and Footer' ribbon will open.



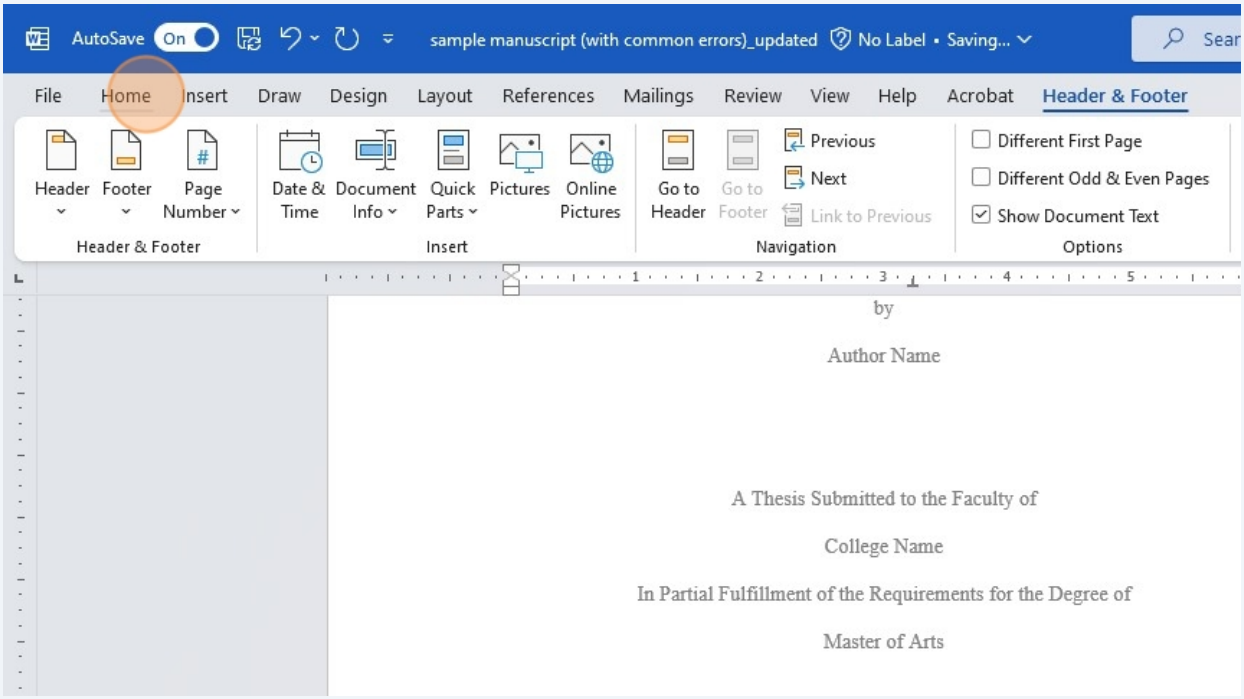
8 Click "Footer Position from Bottom" and change the footer margin to 0.75"



You can also change the footer margins in the page setup menu. When you do this, you can apply it to the whole document (this also applies for all of the other margin settings, except for the top margin)

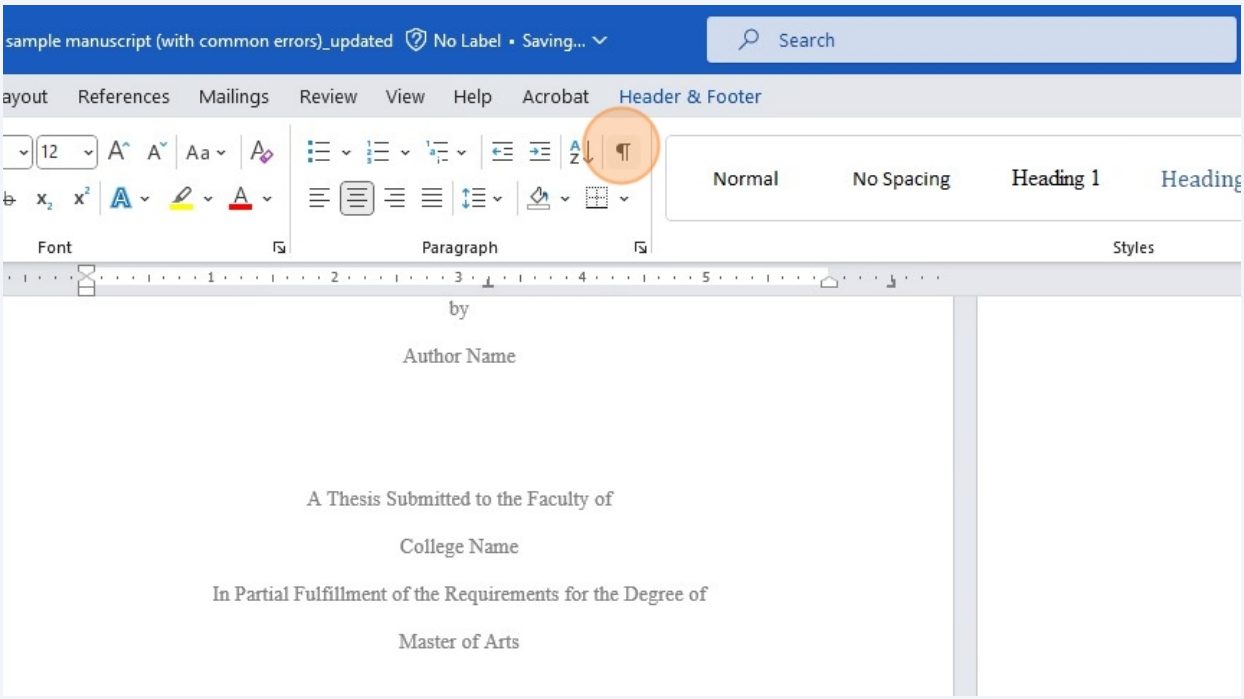


9 Click "Home"

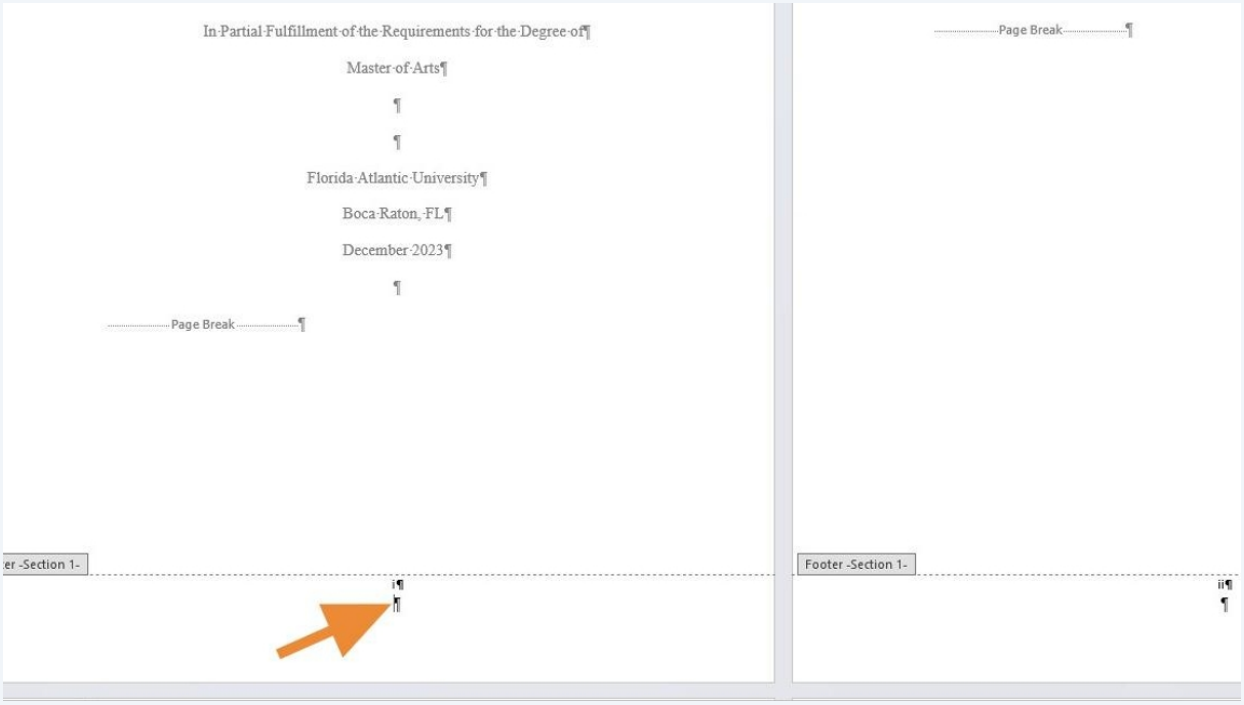


10 Click "Show All", this will enable you to view the page breaks and section breaks that you need to add.

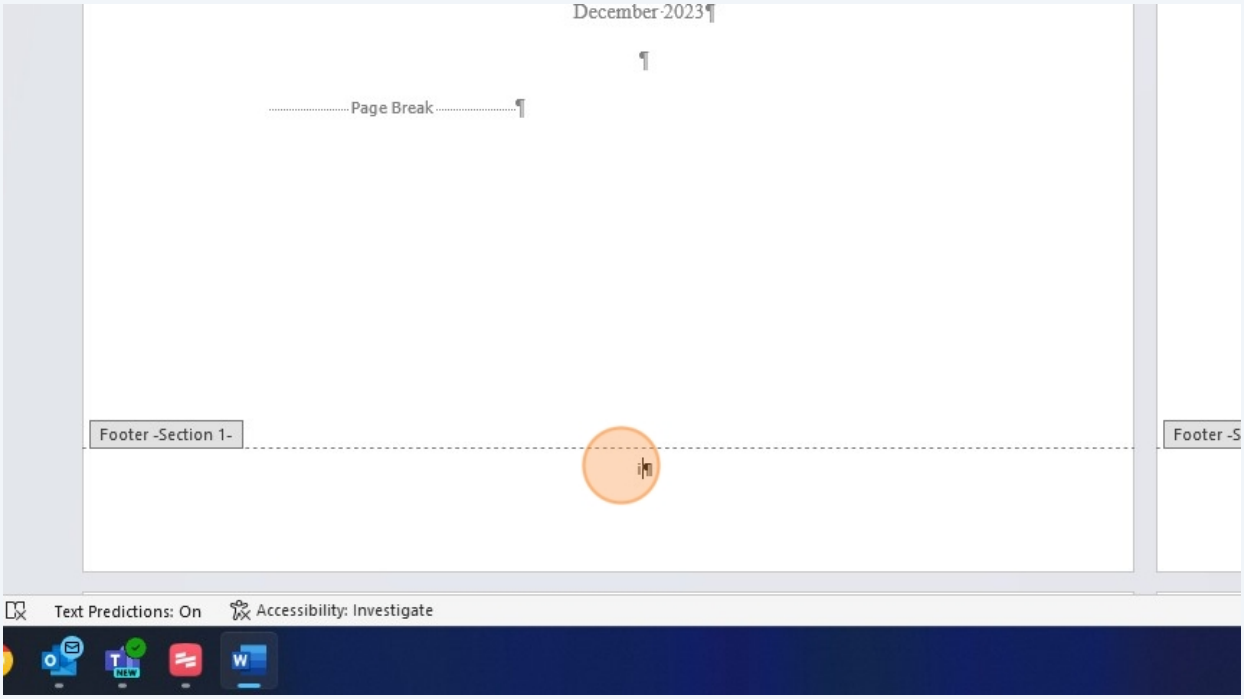
It will also show any extra spacing under the page number that will usually appear.



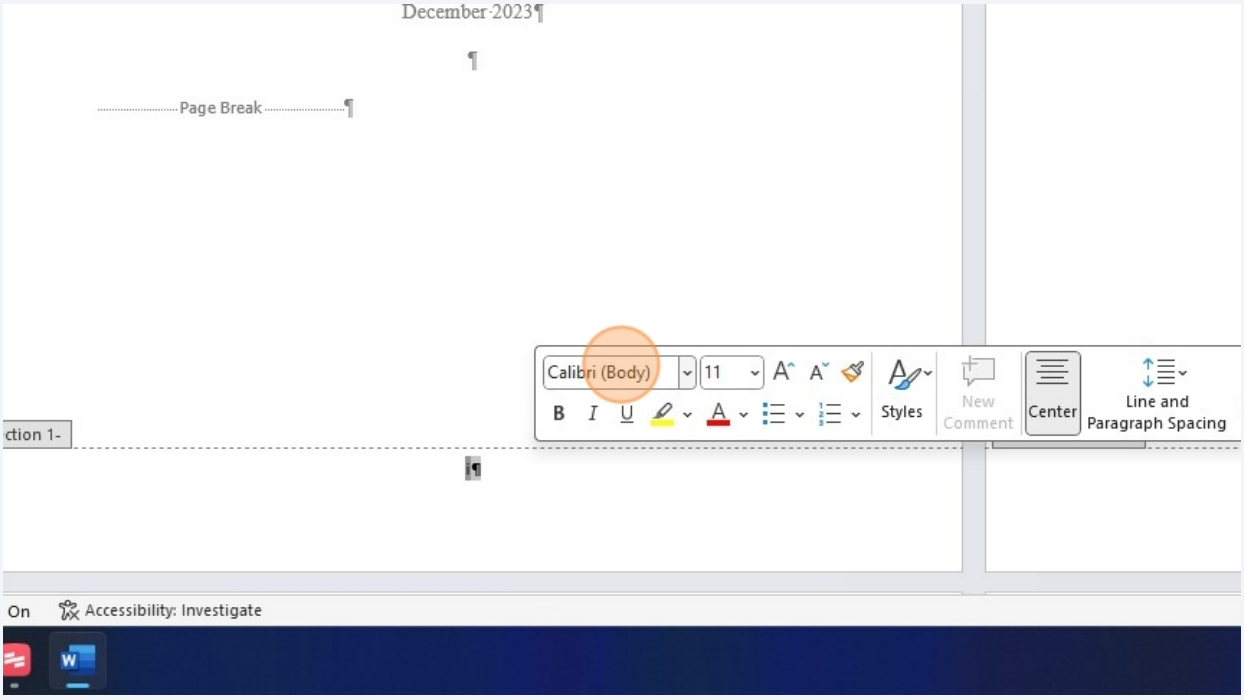
11 As you can see here, there is an extra space under the page number that needs to be deleted. Simply click under the page number by the extra space and hit Delete or Backspace to delete the extra space.



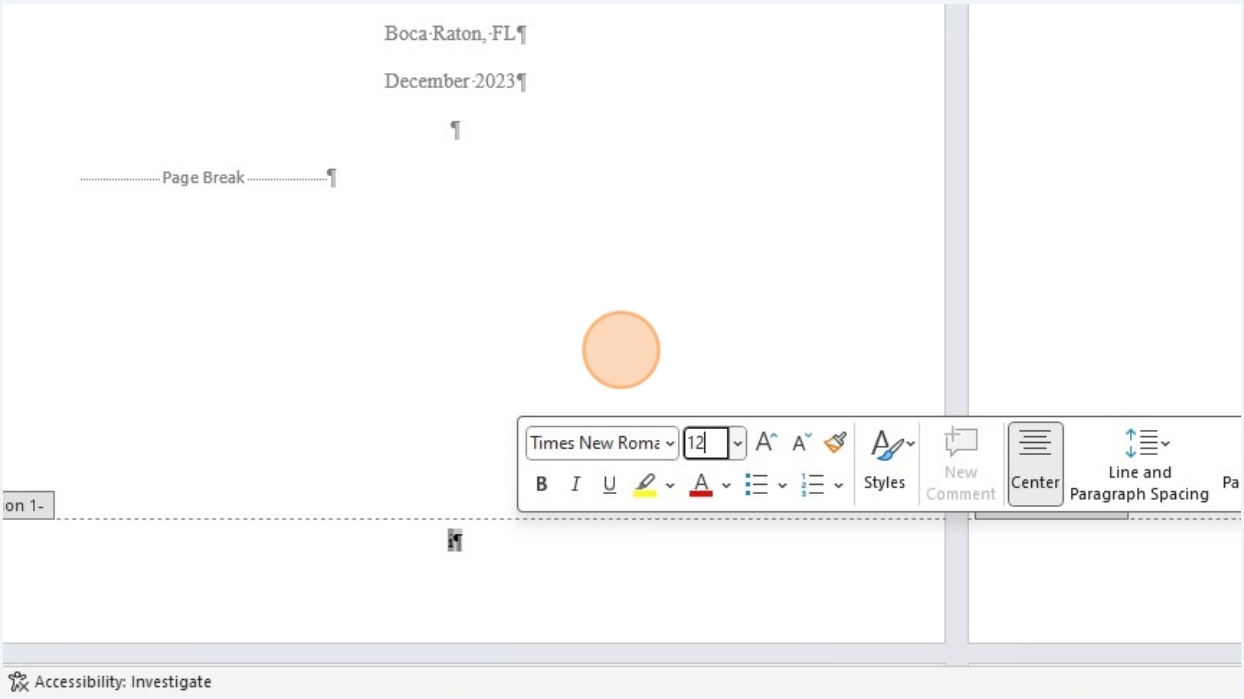
12 The page number should look like this with the extra space deleted from under it.



13 Please ensure the page numbers are consistent with the font/size of your manuscript.



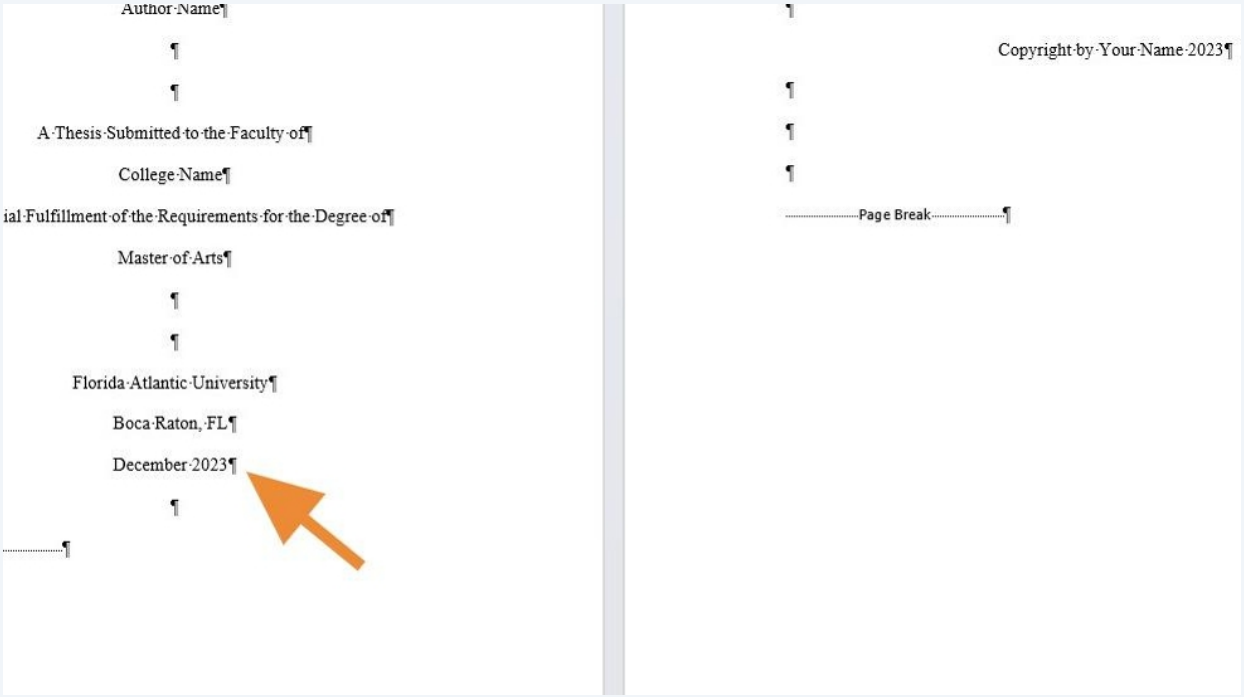
14 We will use Times New Roman 12pt font and size.



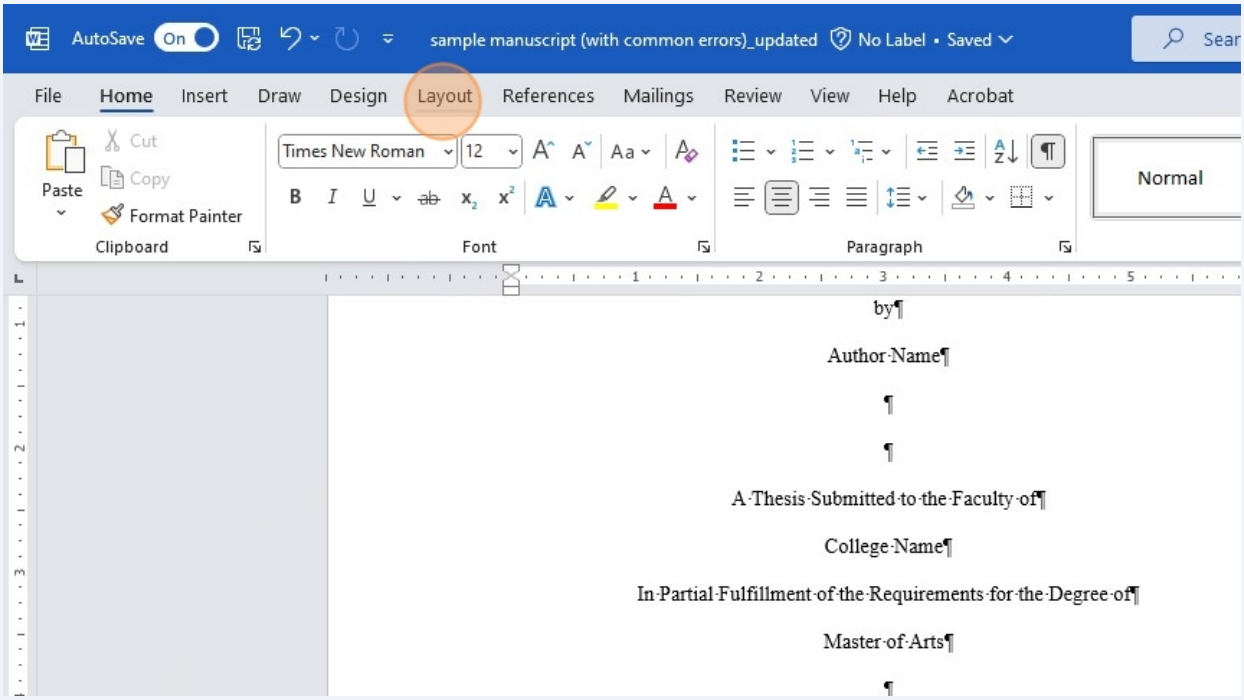
The title page and dedication page should not display a page number.

The steps below will show how to remove the page number on those pages but keep the page numbers on the others.

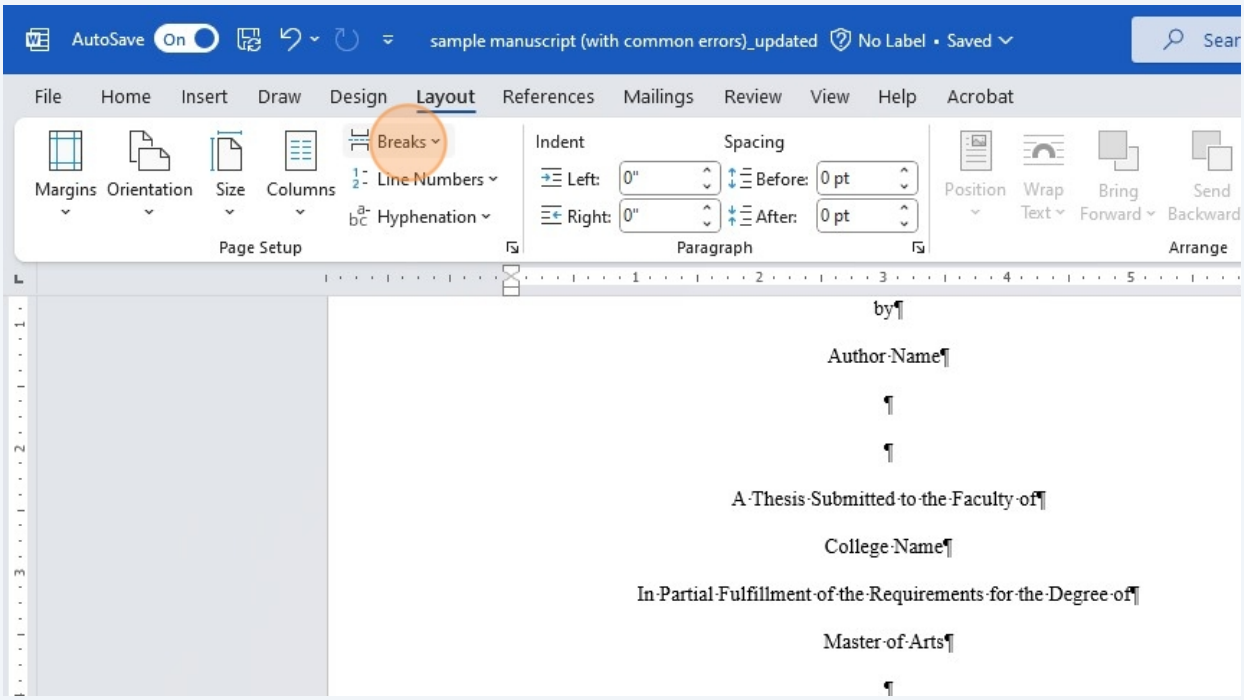
15 Place your cursor after the Month/Year on the title page.



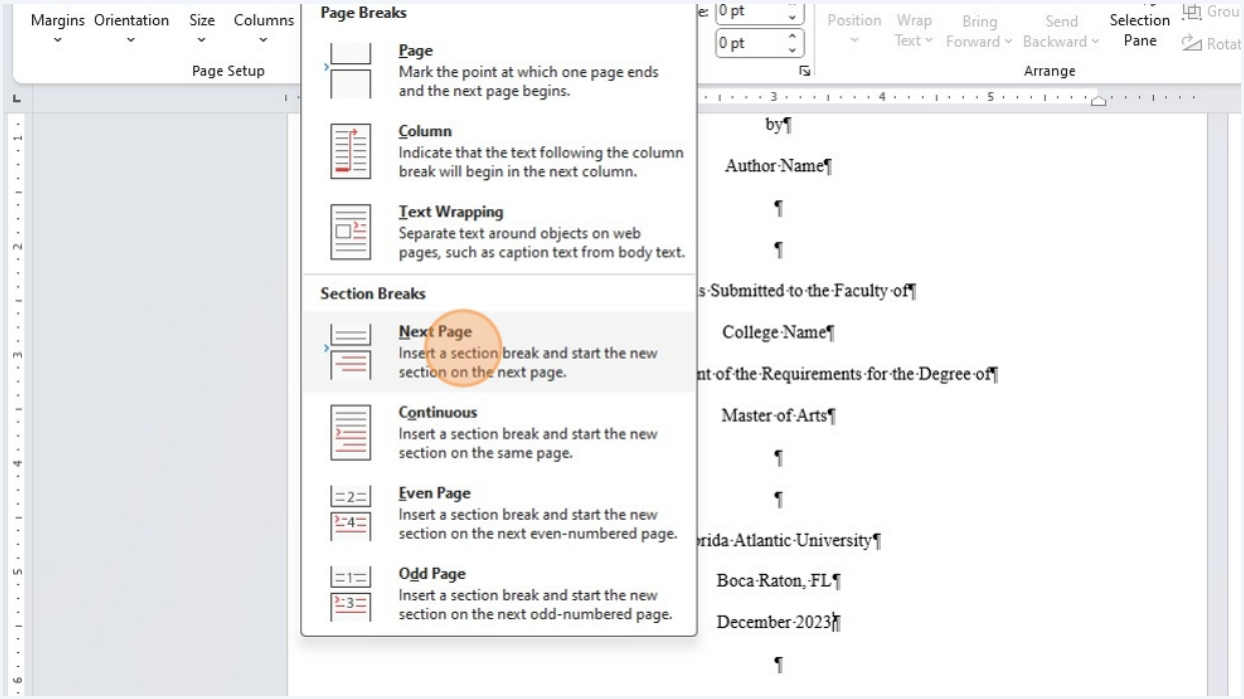
16 Click "Layout"



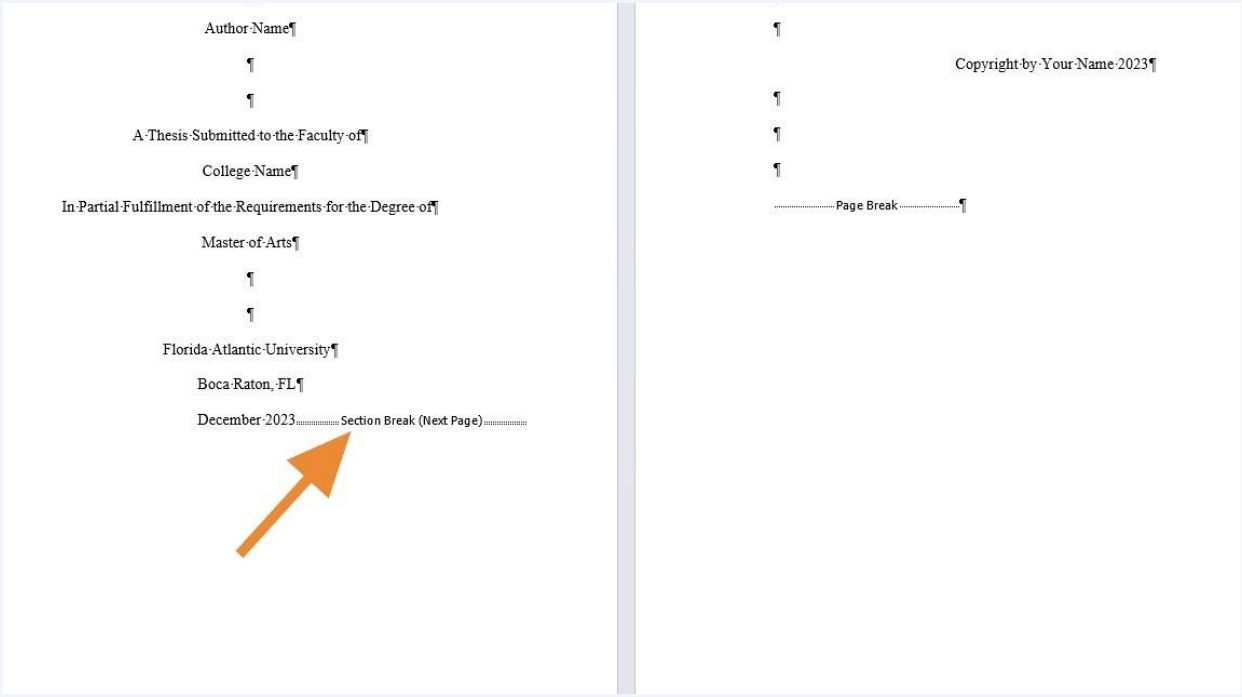
17 Click "Breaks"



18 Click "Next Page"



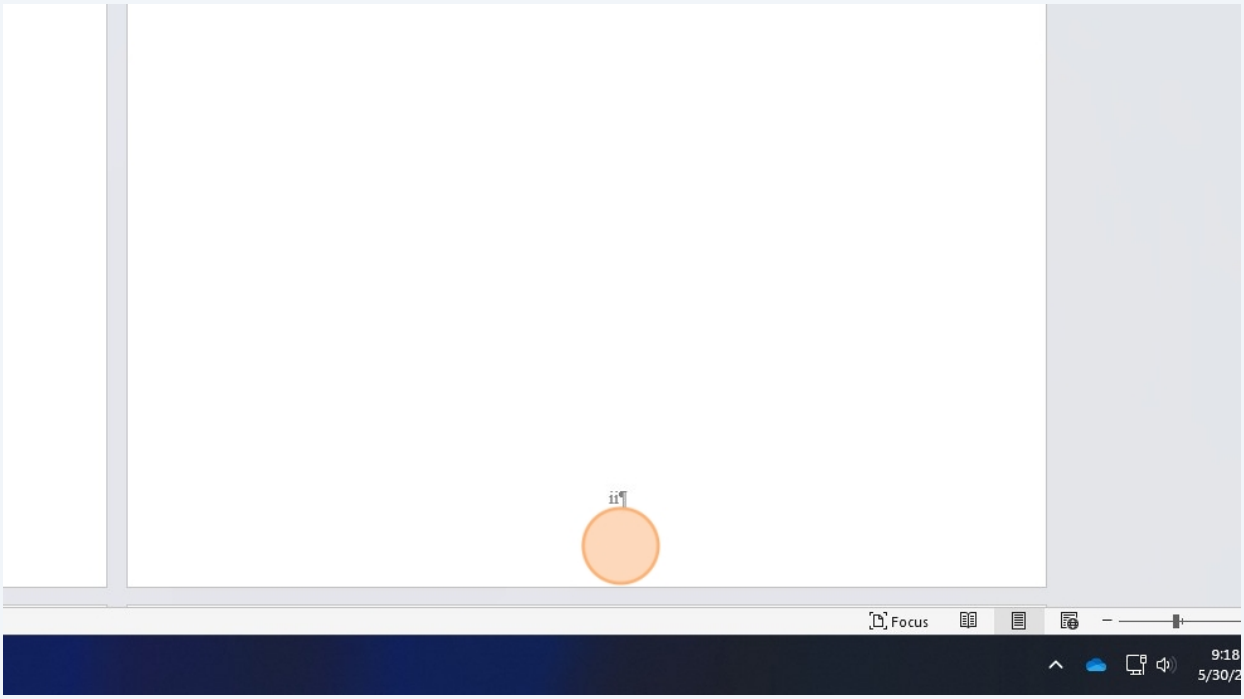
19 You will see the Section Break (Next Page) at the end of the title page.



We need to "Unlink" the Header and Footer from the previous section now.

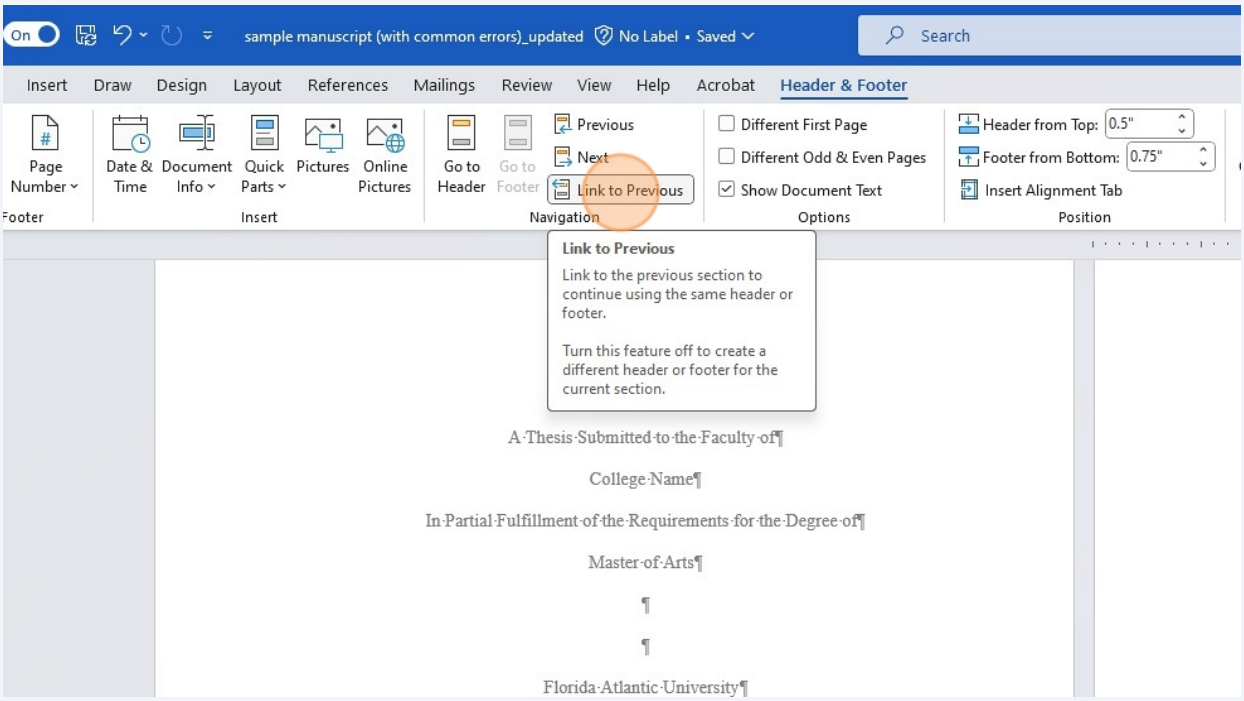
20 Go to page 2 (ii), which is the copyright page.

Double-click on the page number footer section.



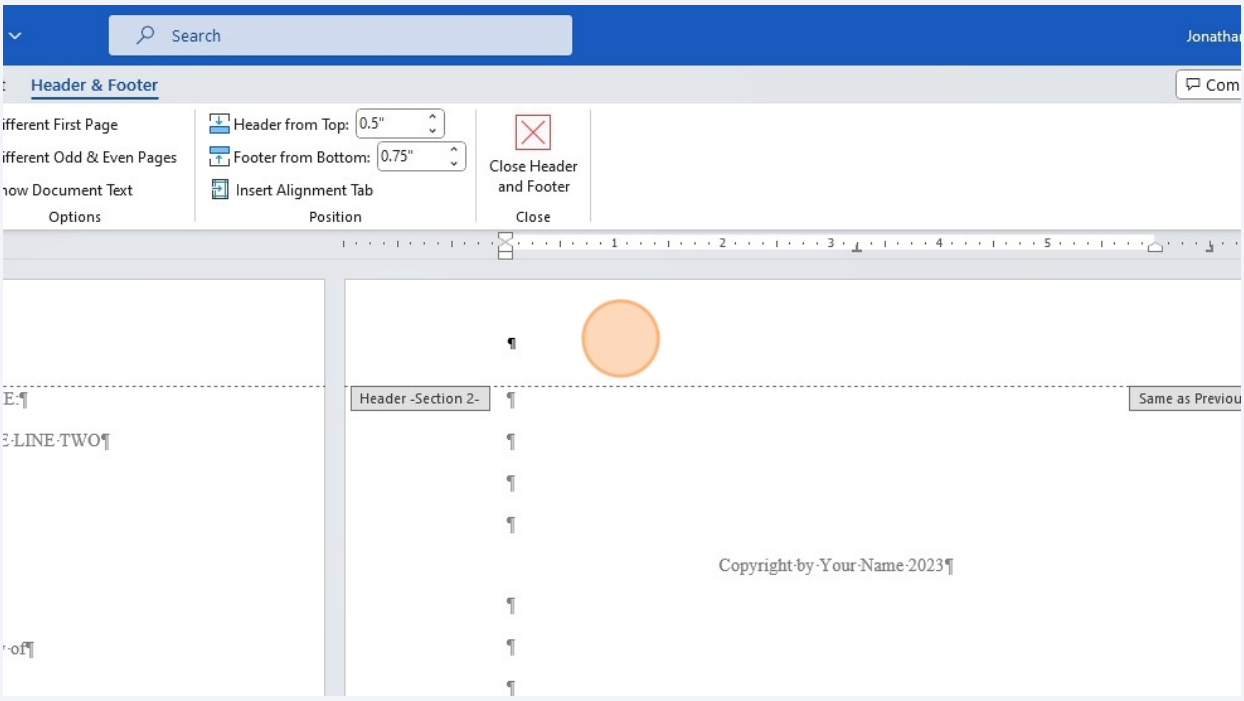
21 The Header & Footer tab will open.

Click "Link to Previous" to turn it off.

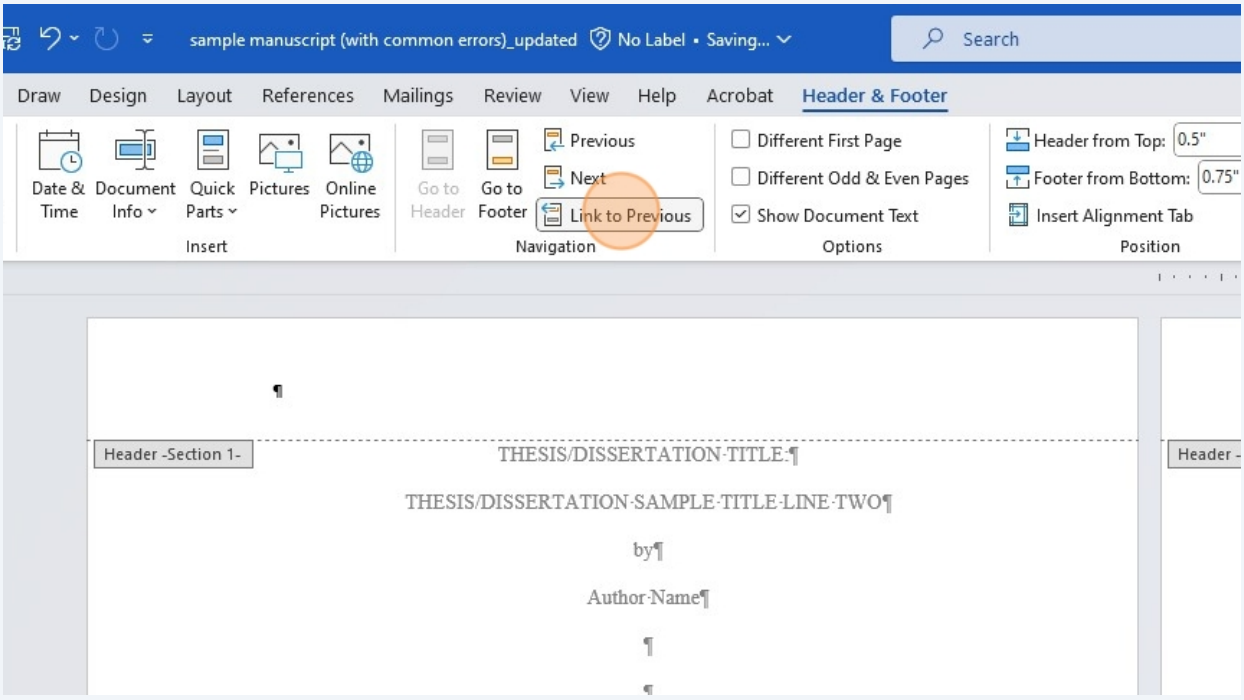


22 Do the same in the header of the copyright page.

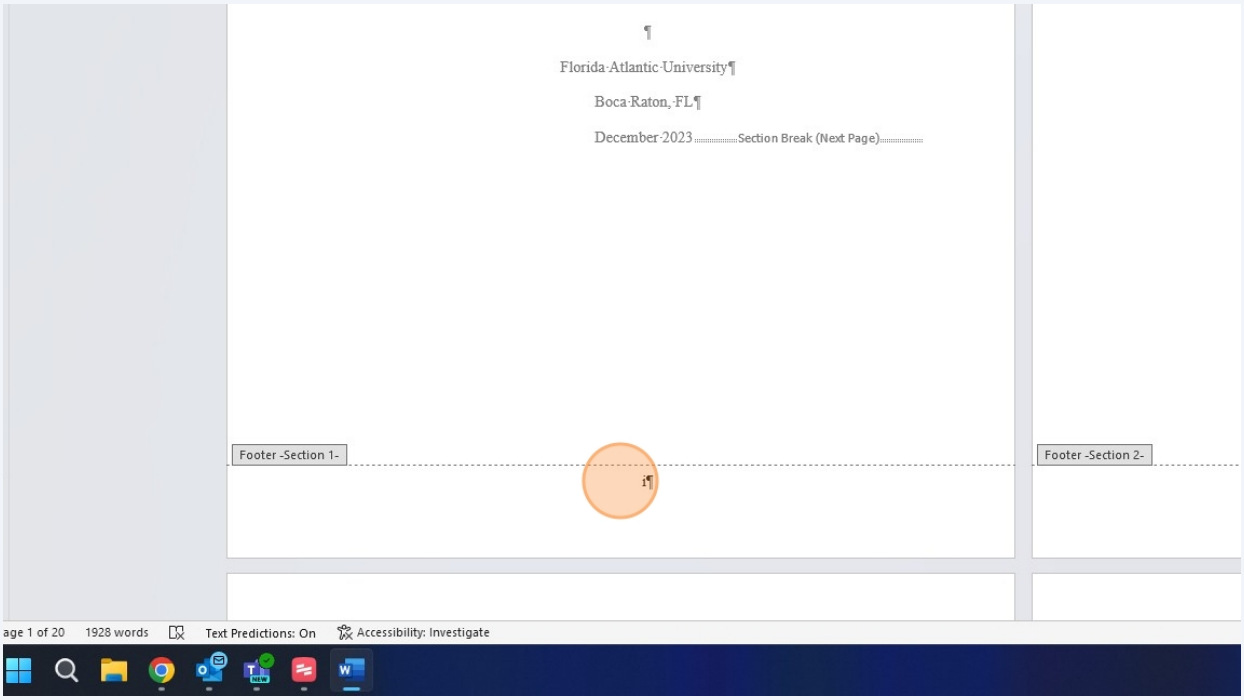
Click in the Header area.



23 Click "Link to Previous" to turn it off.

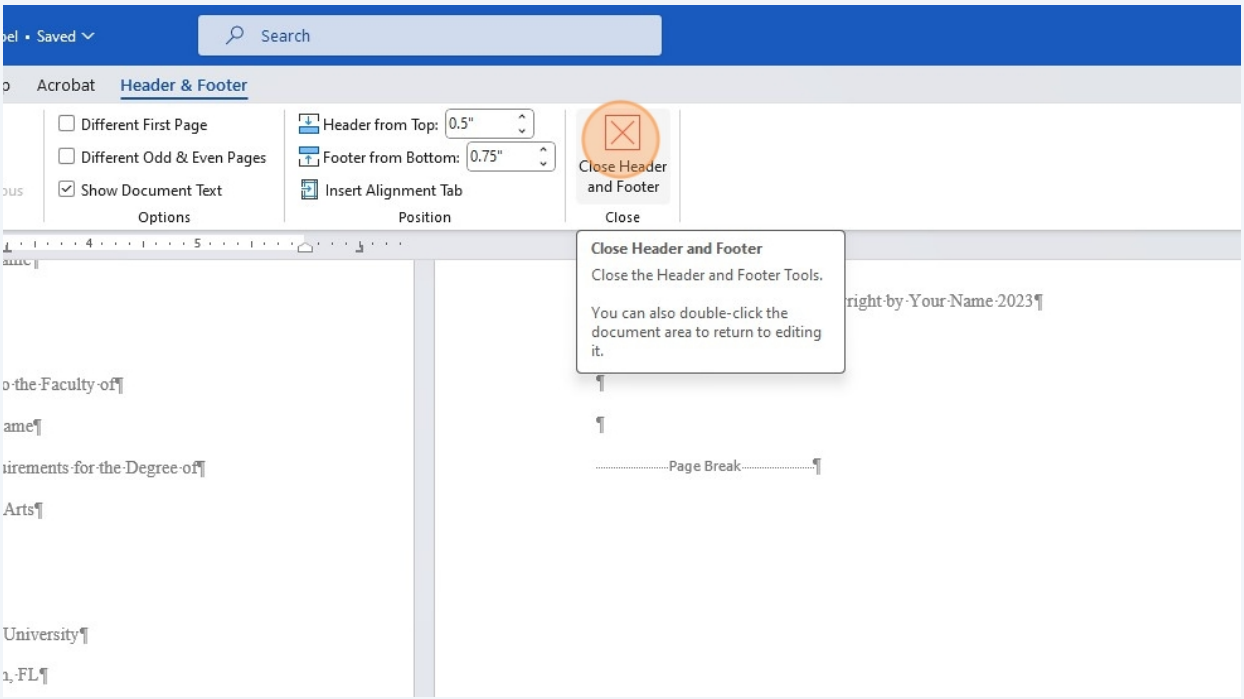


24 Now go to the title page, highlight the page number.



25 Press **Delete**

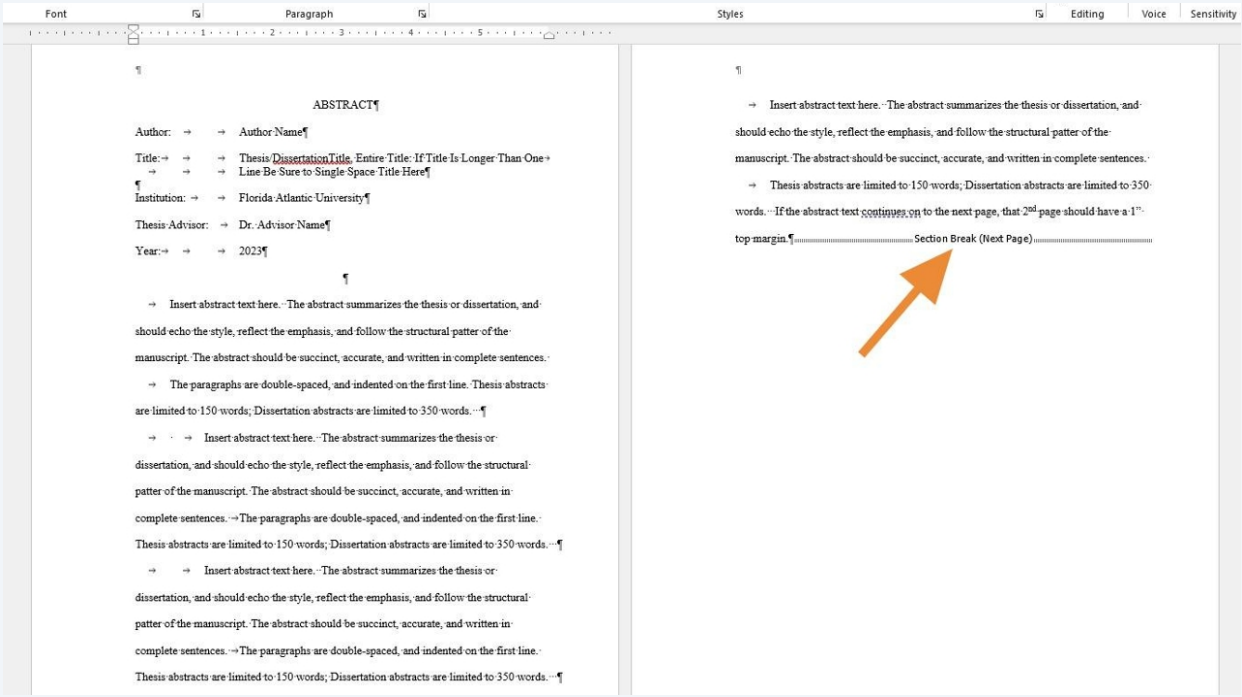
26 Click "Close Header and Footer"



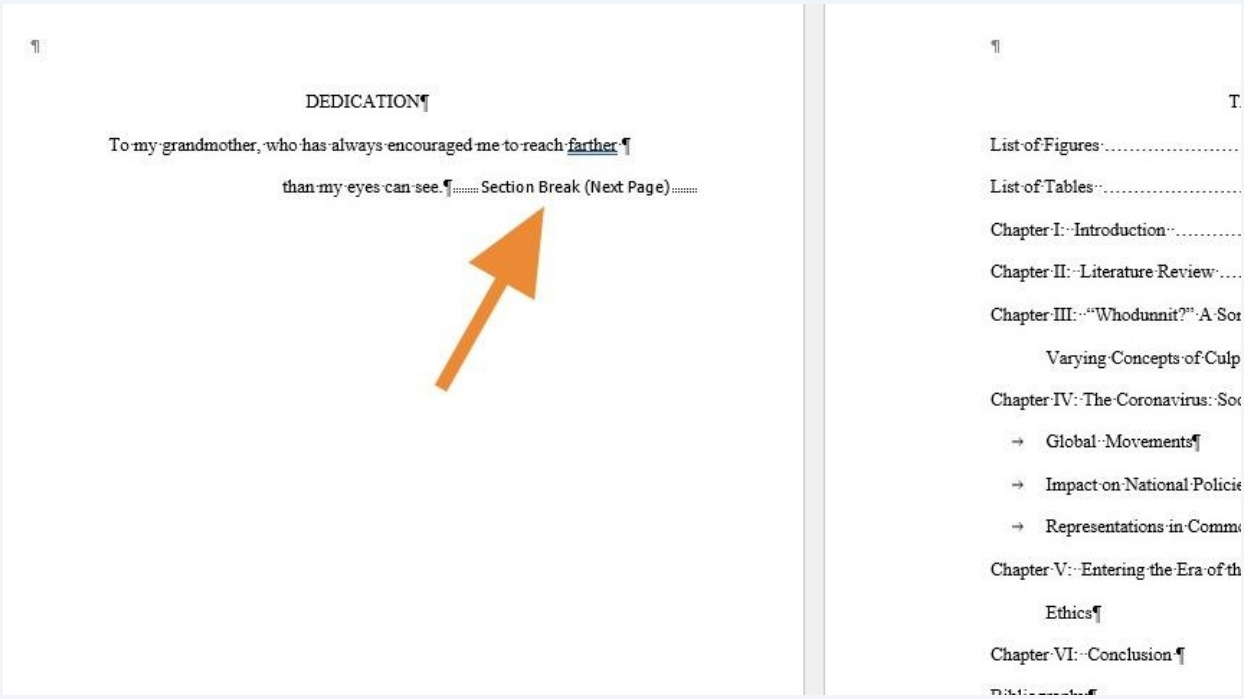
How to remove the Dedication page number (if you have one)

27 Go to the page before the Dedication, which is the Abstract.

Insert the Section Break - Next Page at the end of your abstract text.

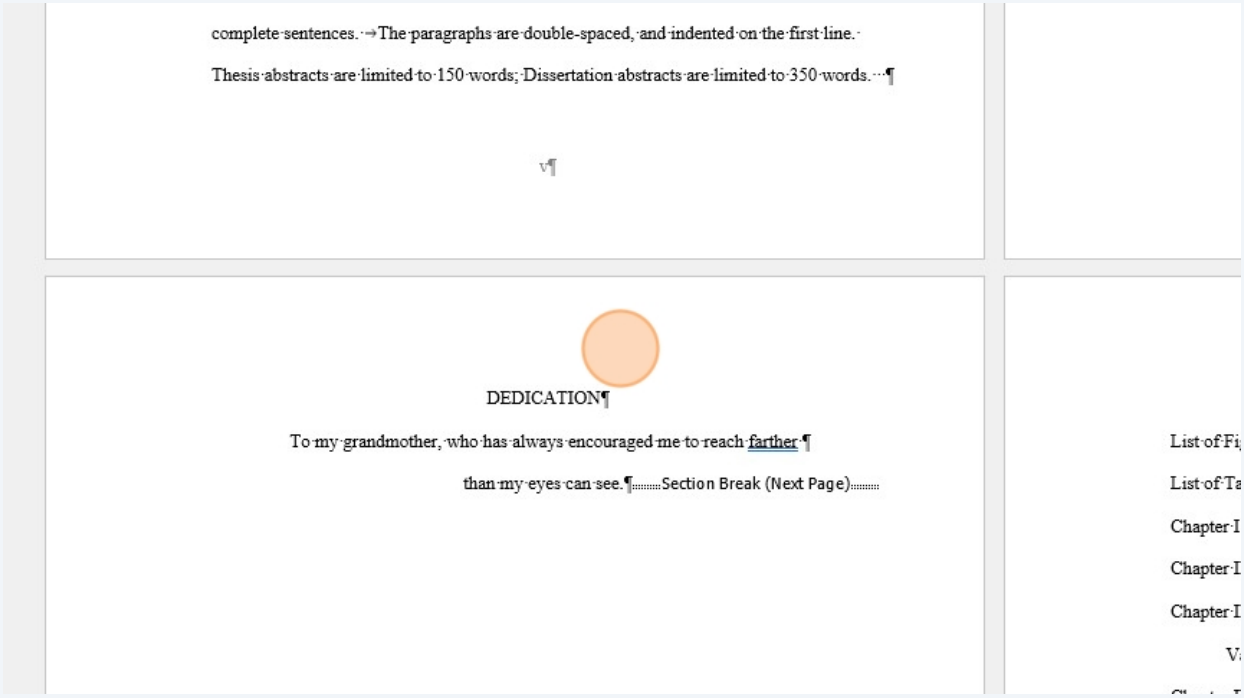


28 Now, go to the Dedication page, and place a Section Break - Next Page at the end of the Dedication text.

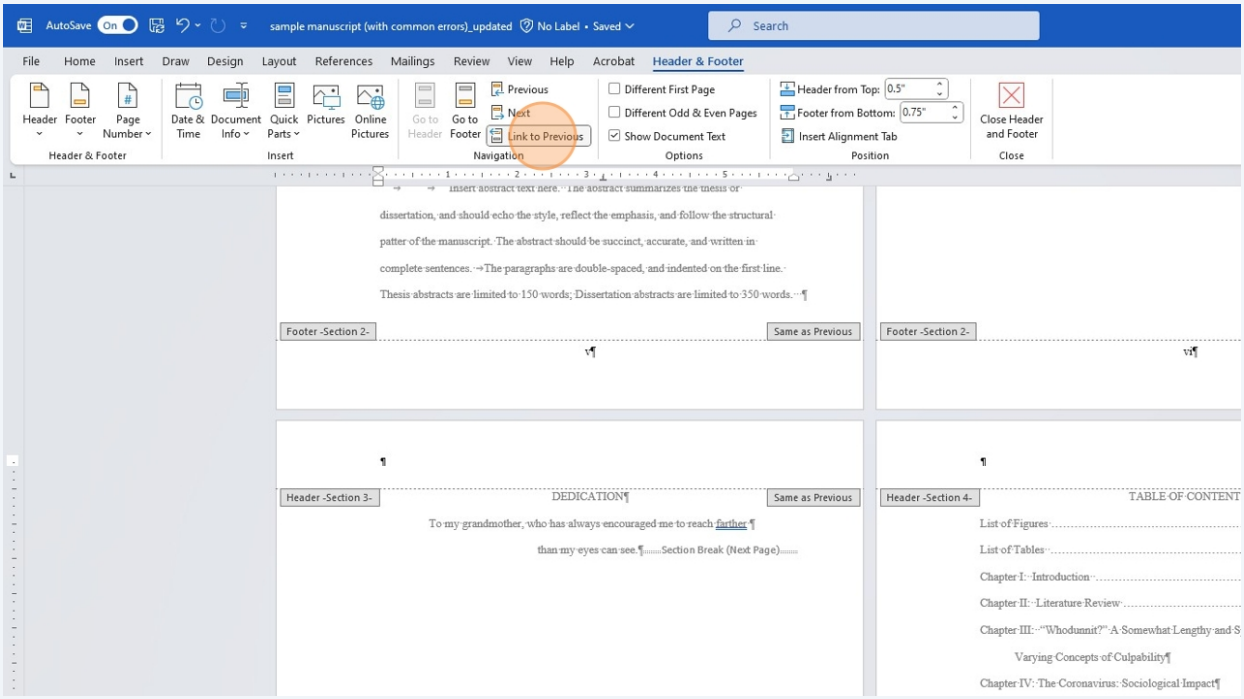


We need to "Unlink" the Header and Footer from the Dedication page and the following section (Table of Contents).

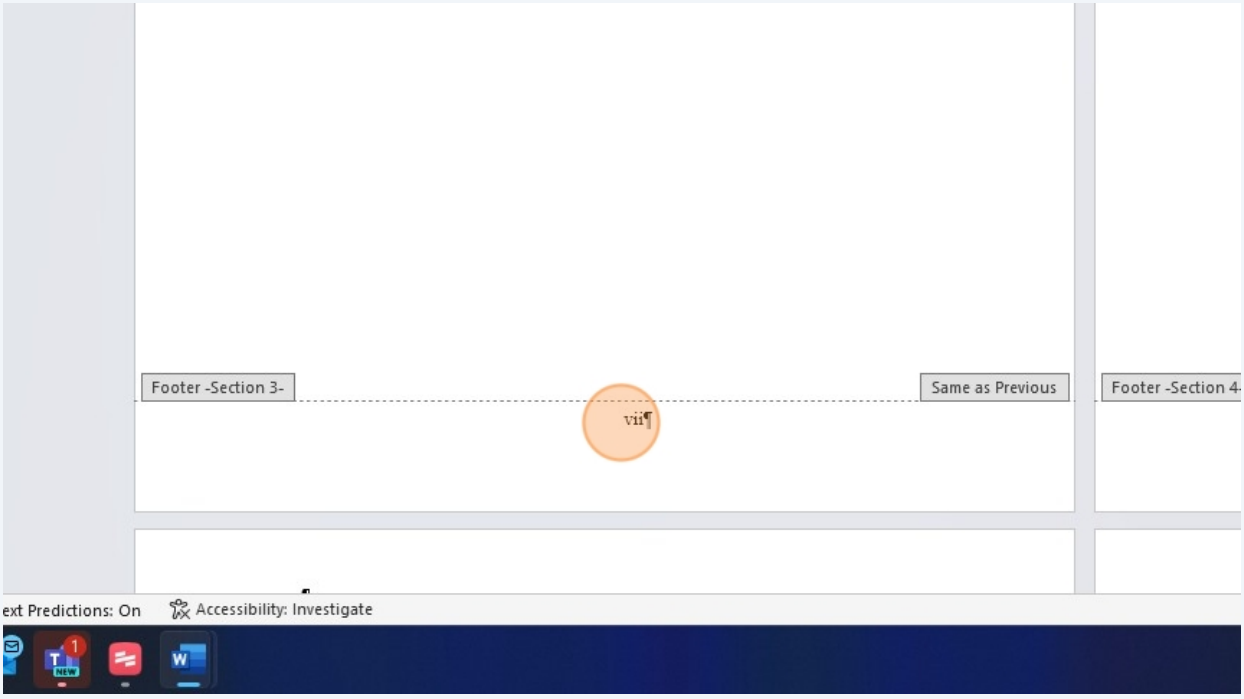
29 Double-click into the Dedication Header section.



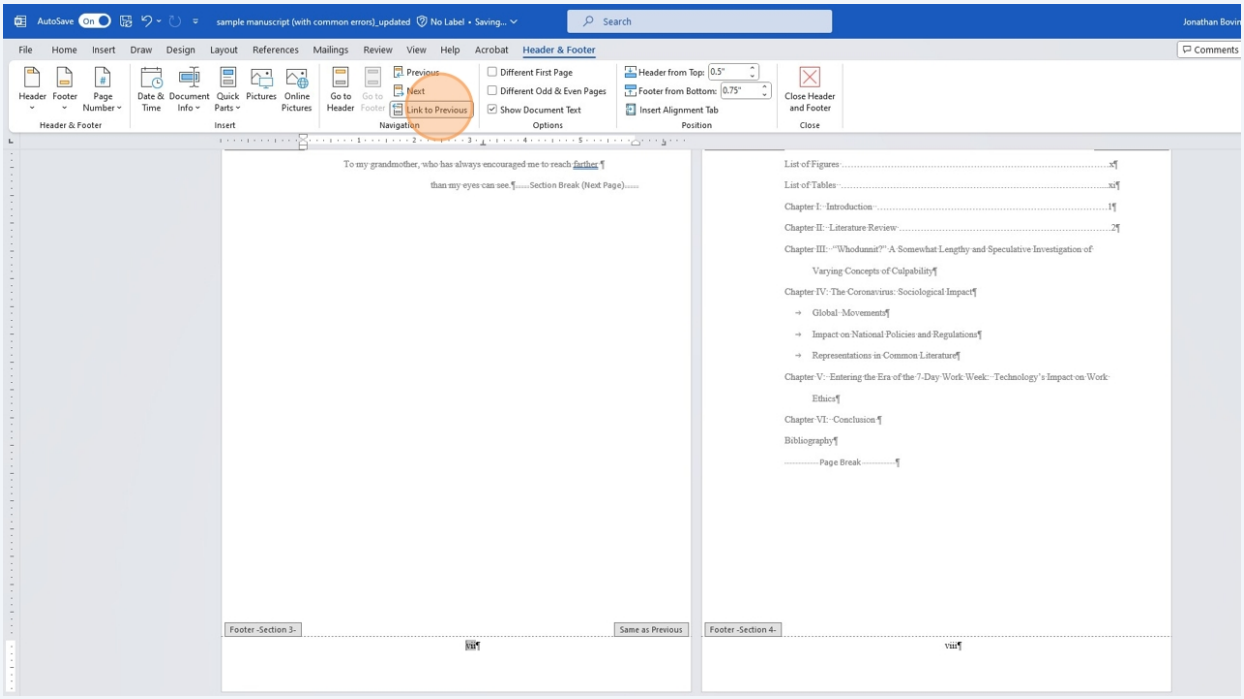
30 Click "Link to Previous" to turn it off.



31 Now go to the footer of the dedication page and click into the footer.

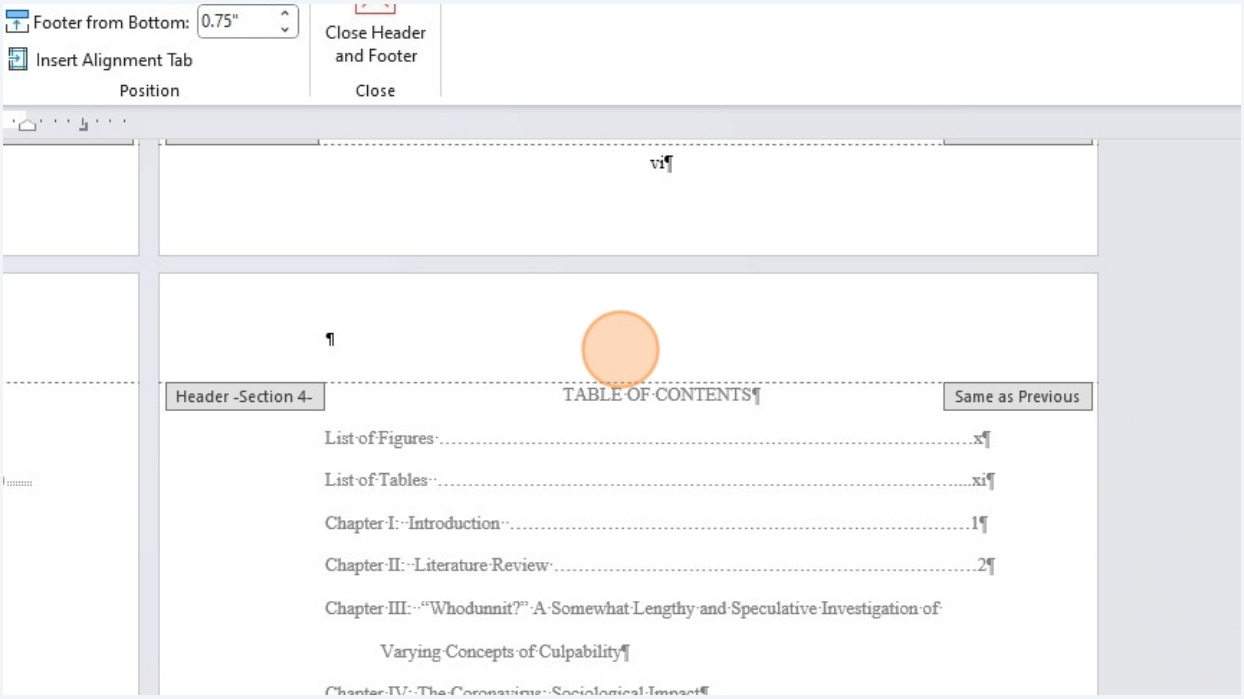


32 Click "Link to Previous" to turn it off.

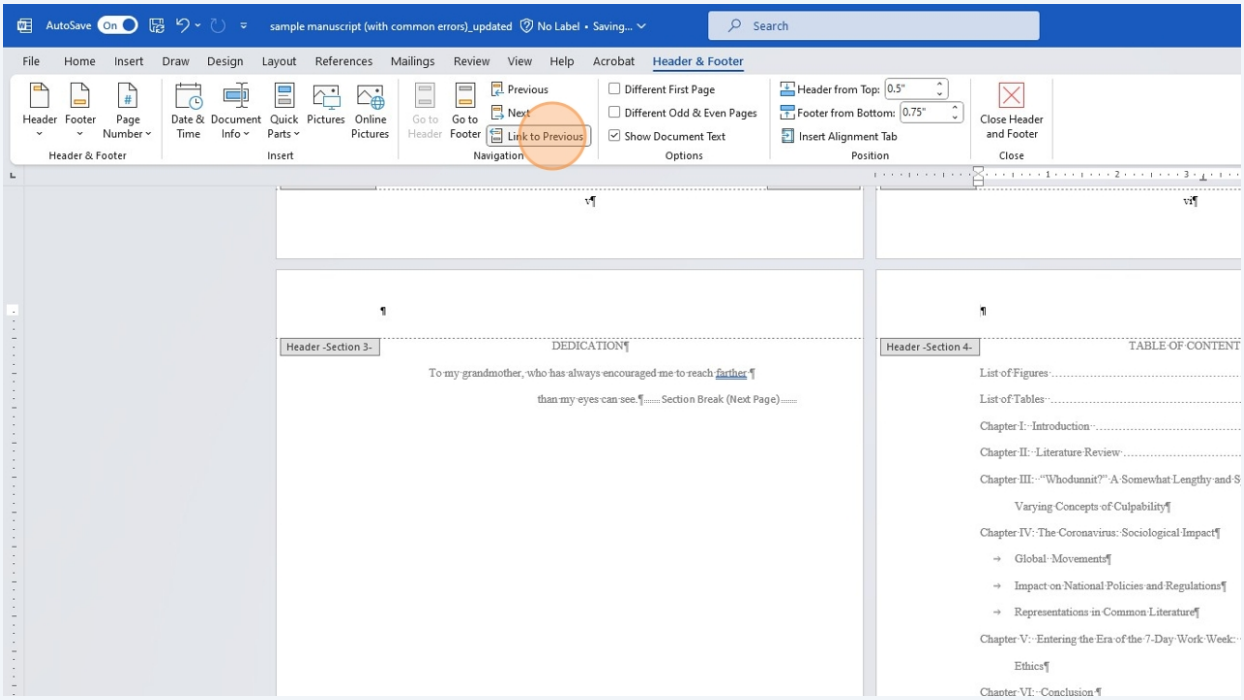


33 Do the same for the Table of Contents section.

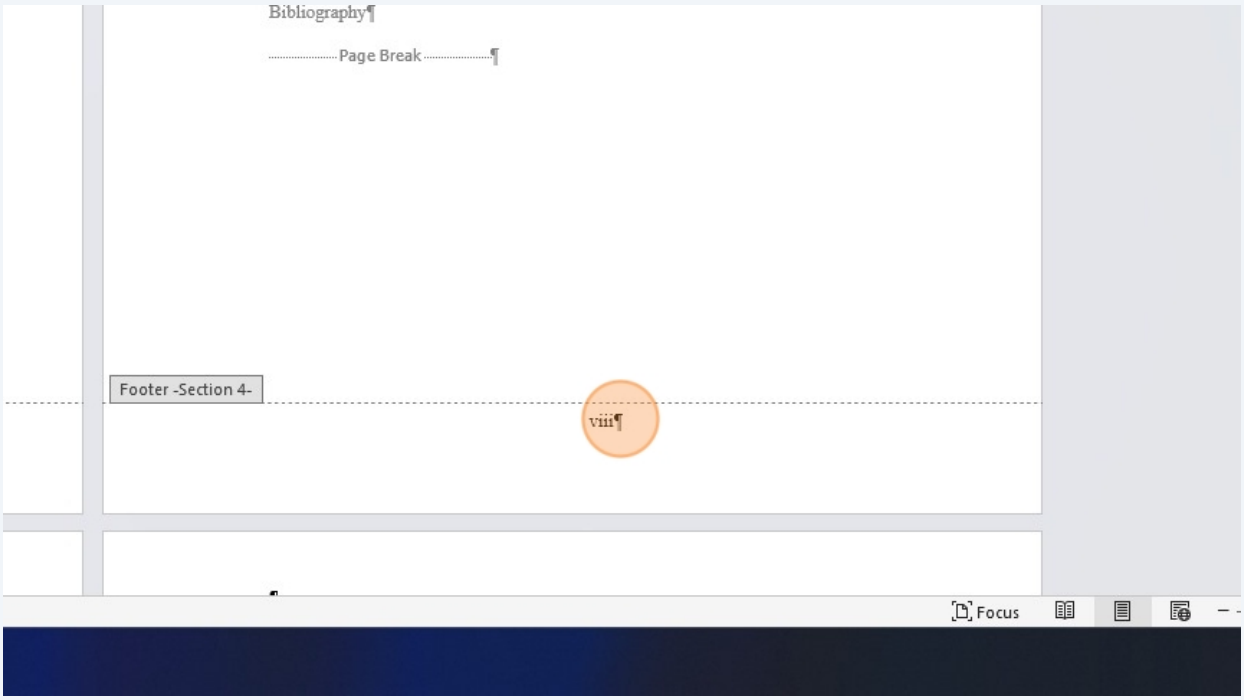
Click into the Header of the Table of Contents.



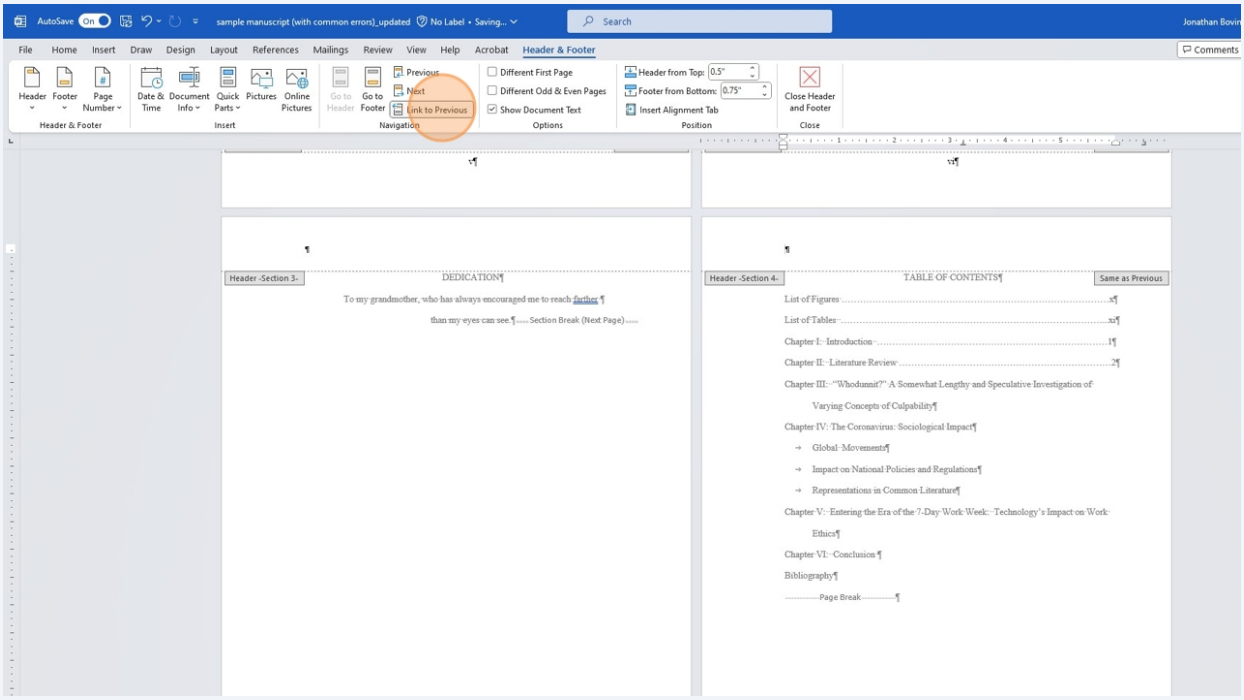
34 Click "Link to Previous" to turn it off.



35 Now go to the footer of the Table of Contents page and click into the footer.

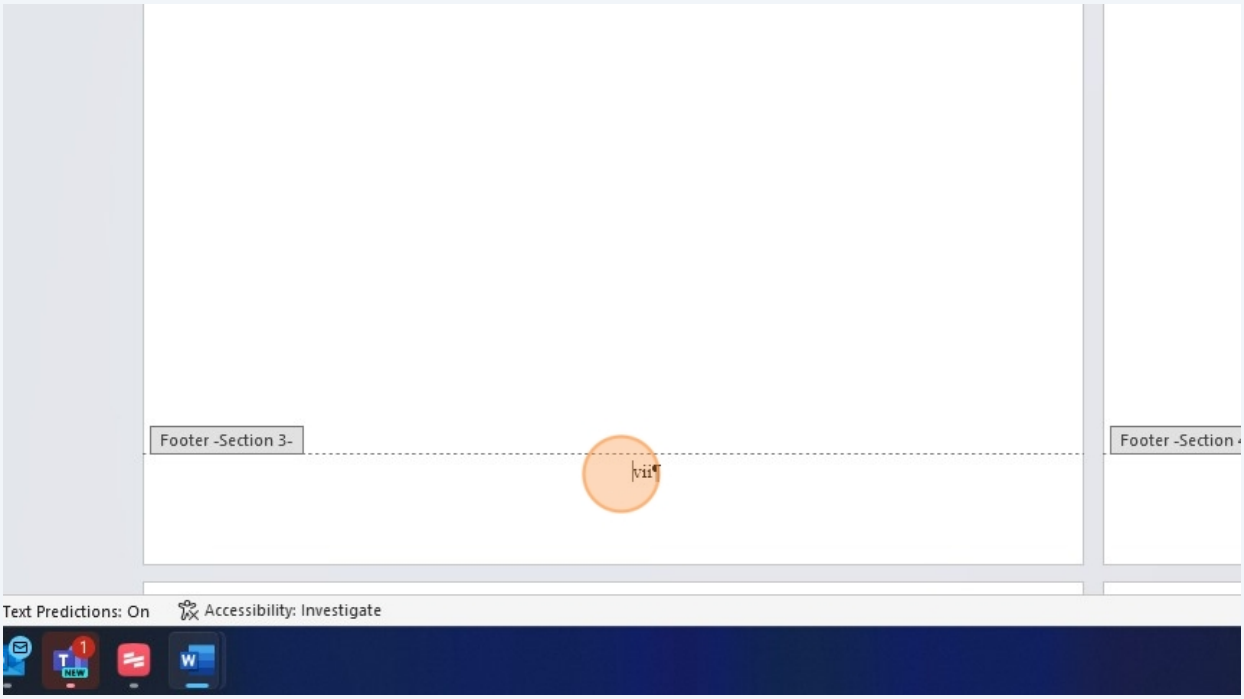


36 Click "Link to Previous" to turn it off.

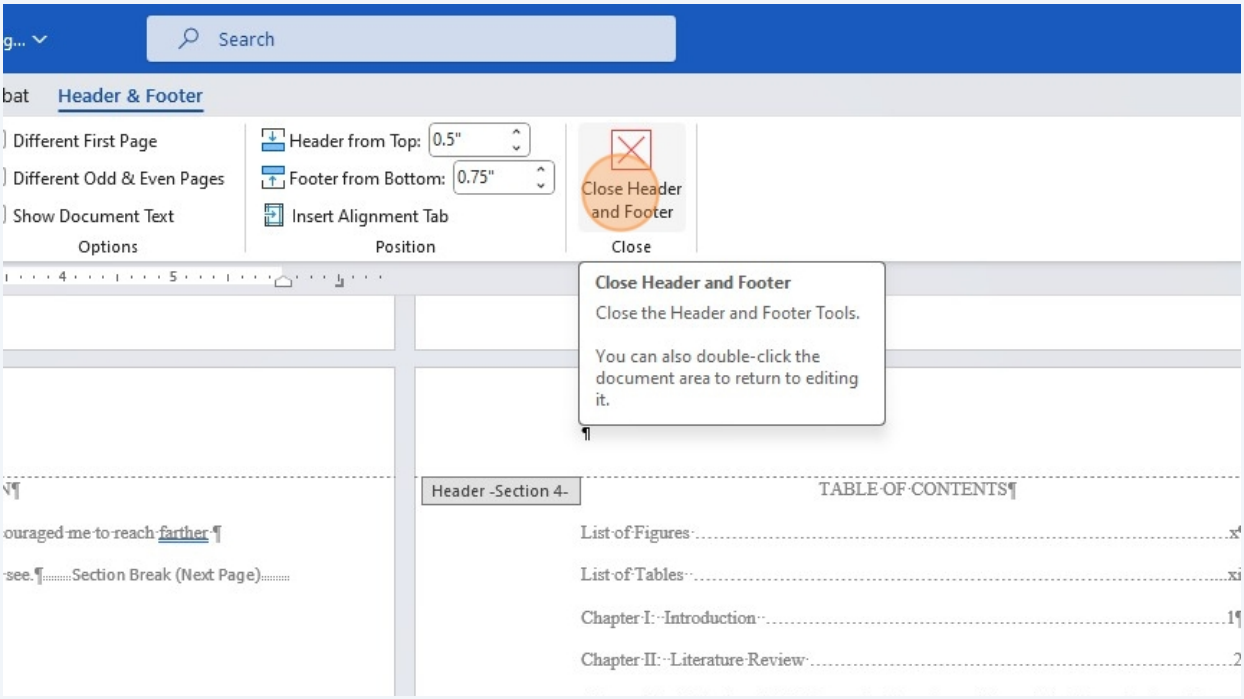


37 Now go to the page number on the Dedication Page.

Highlight the page number and delete it.

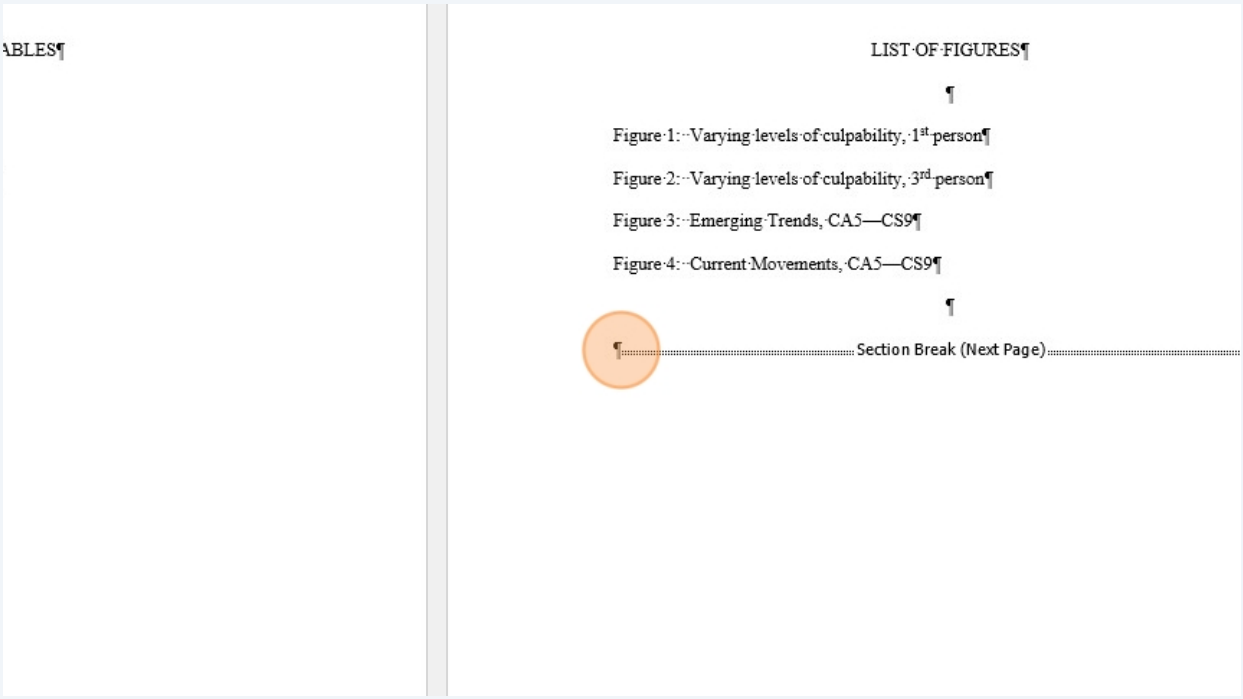


38 Click "Close Header and Footer"



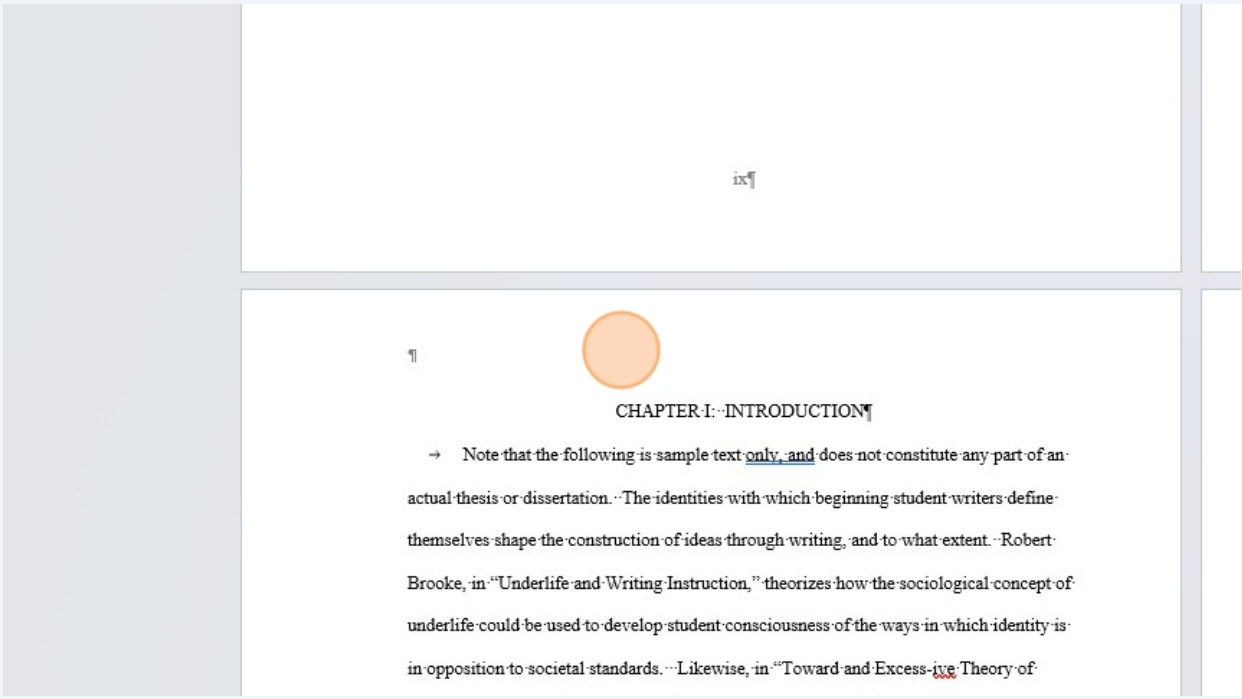
How to format the page numbers for the Introduction (or Chapter 1).

39 Go to the page before the Introduction (or Chapter 1). This is the last page of the preliminary pages. You will need to insert a Section Break - Next Page here.

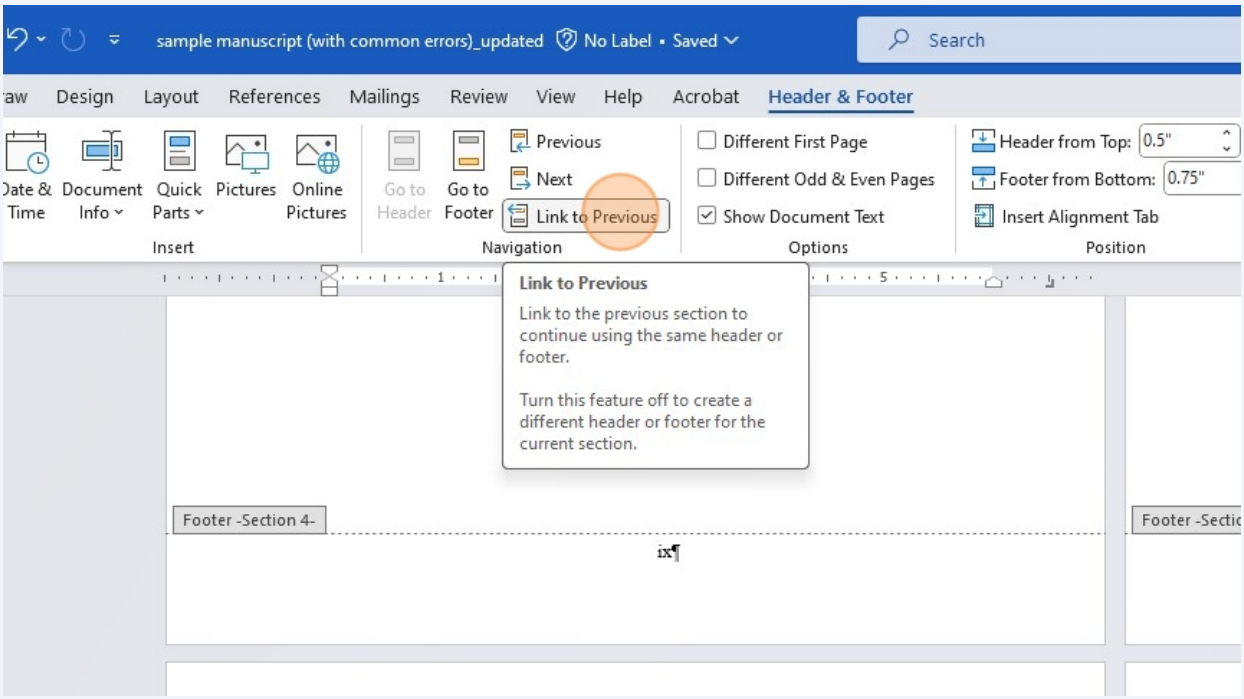


⚠ We need to "Unlink" the Header and Footer from the first page of the Introduction (or Chapter 1).

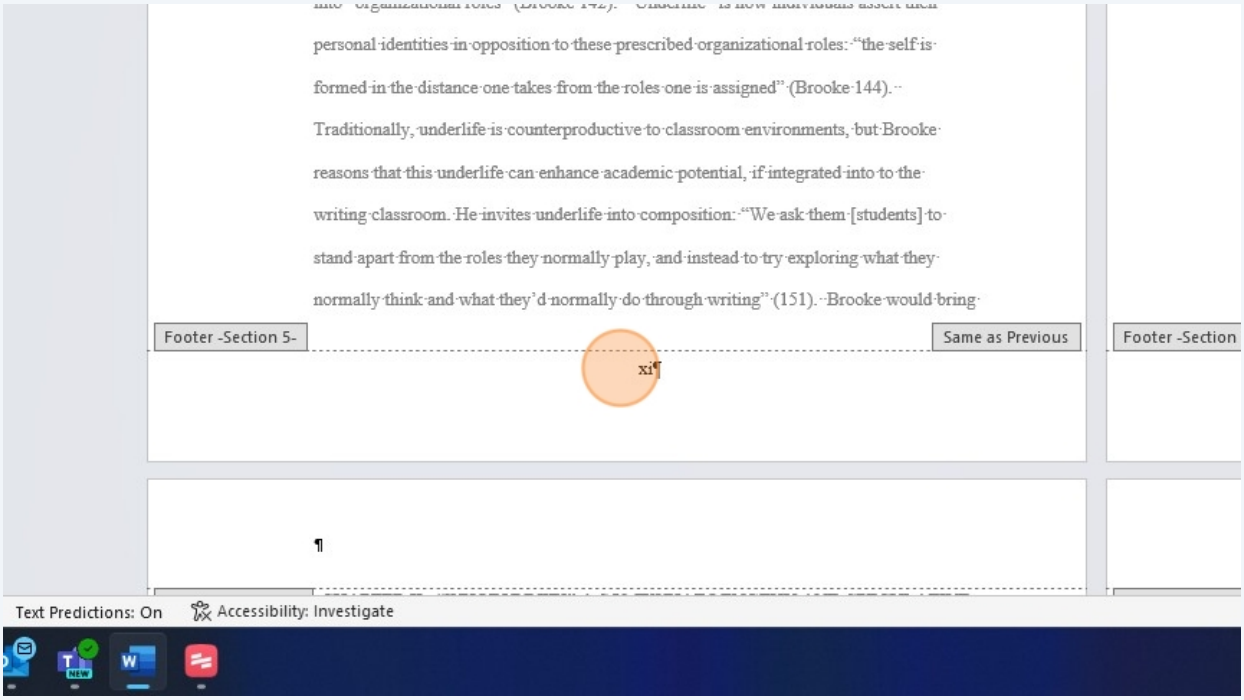
40 Double-click into the Chapter 1 header.



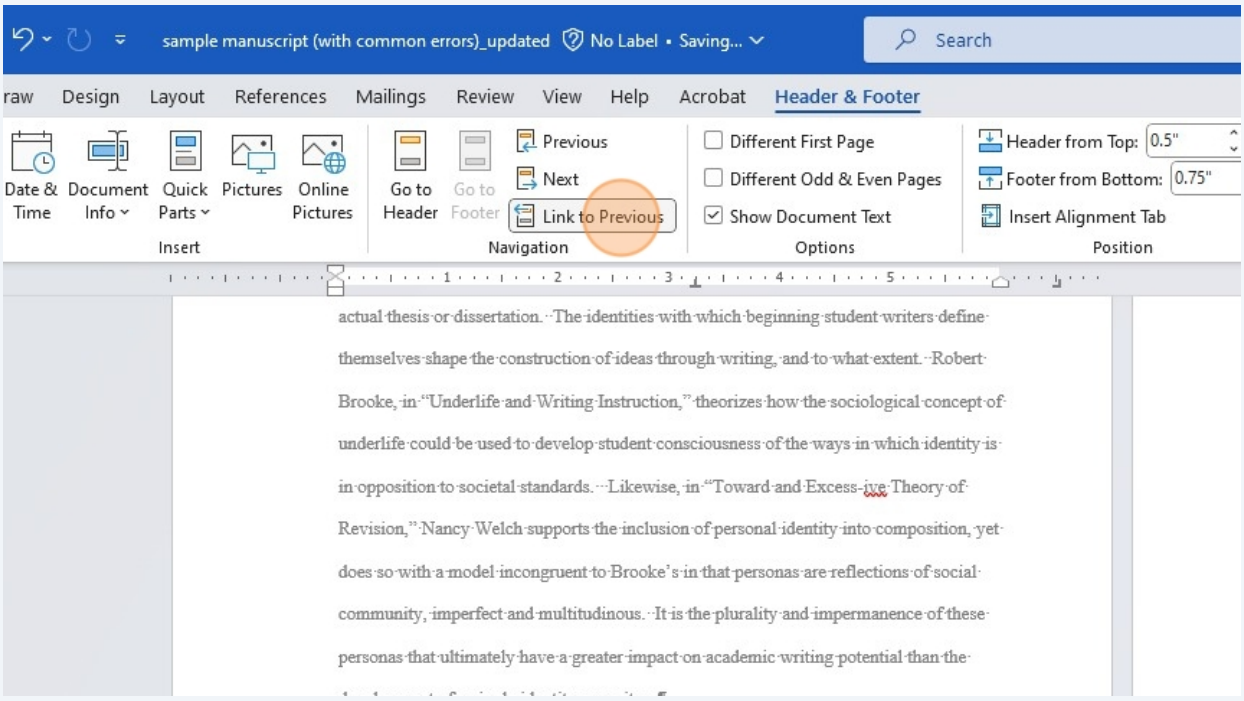
41 Click "Link to Previous" to turn it off.



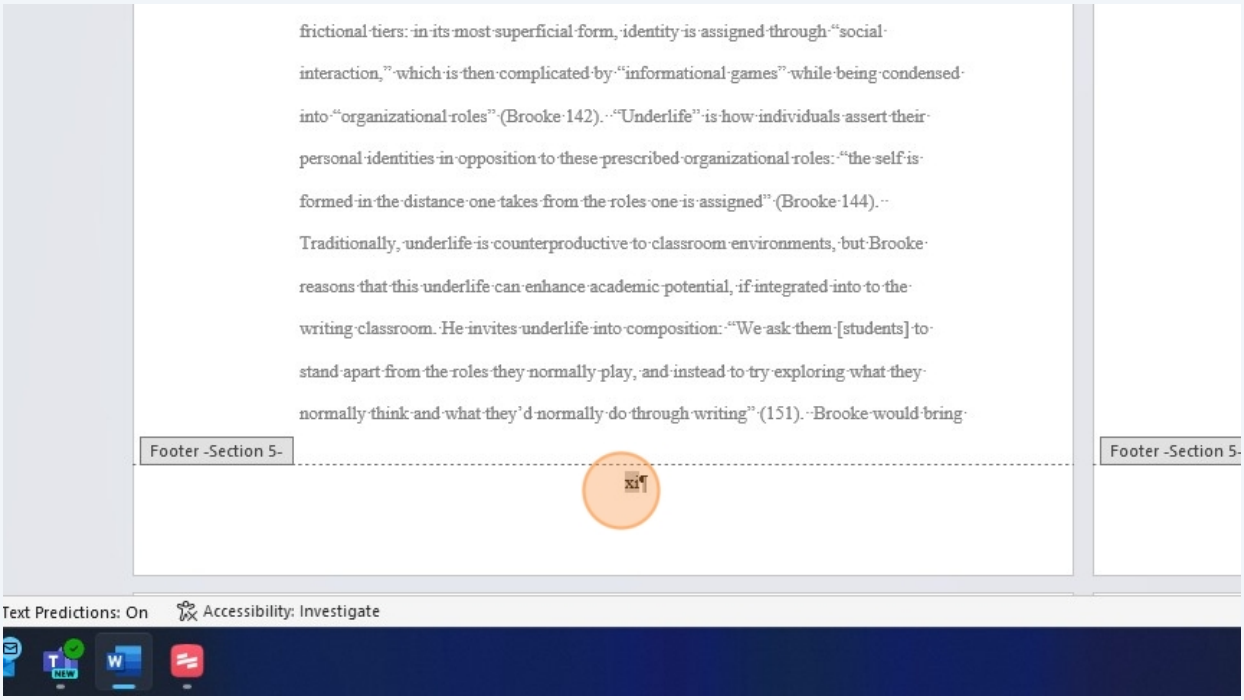
42 Click into the footer section.



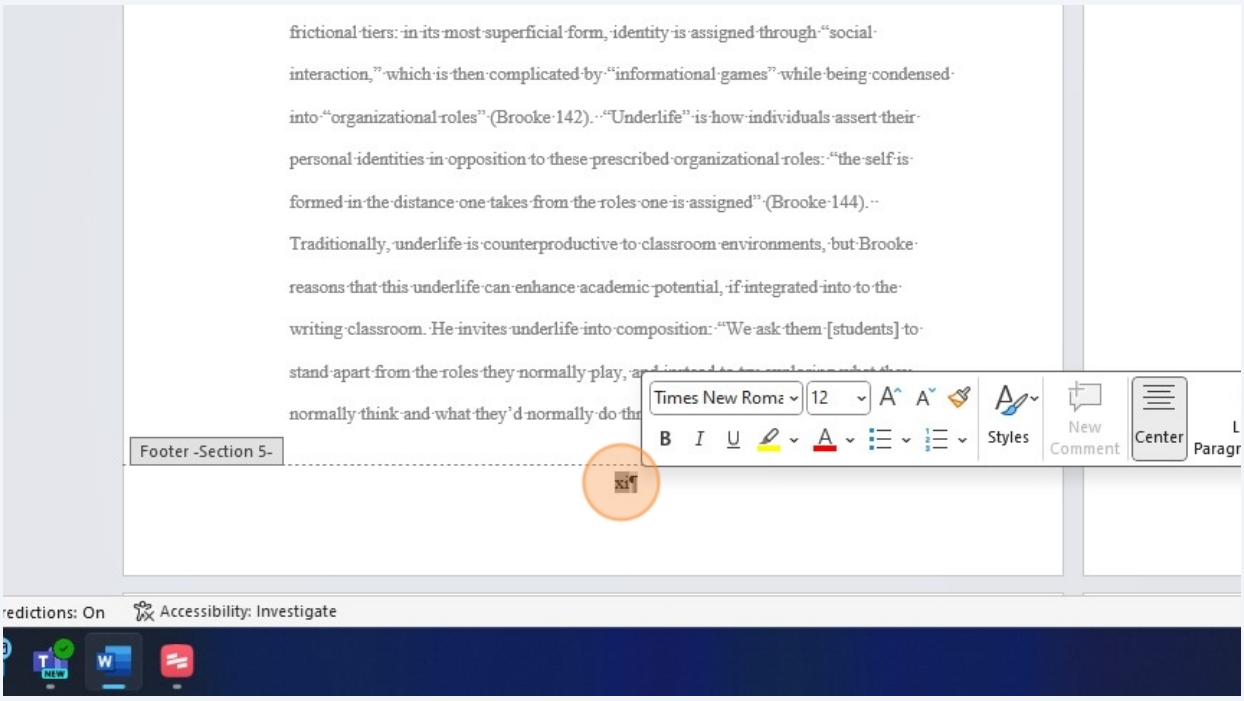
43 Click "Link to Previous" to turn it off.



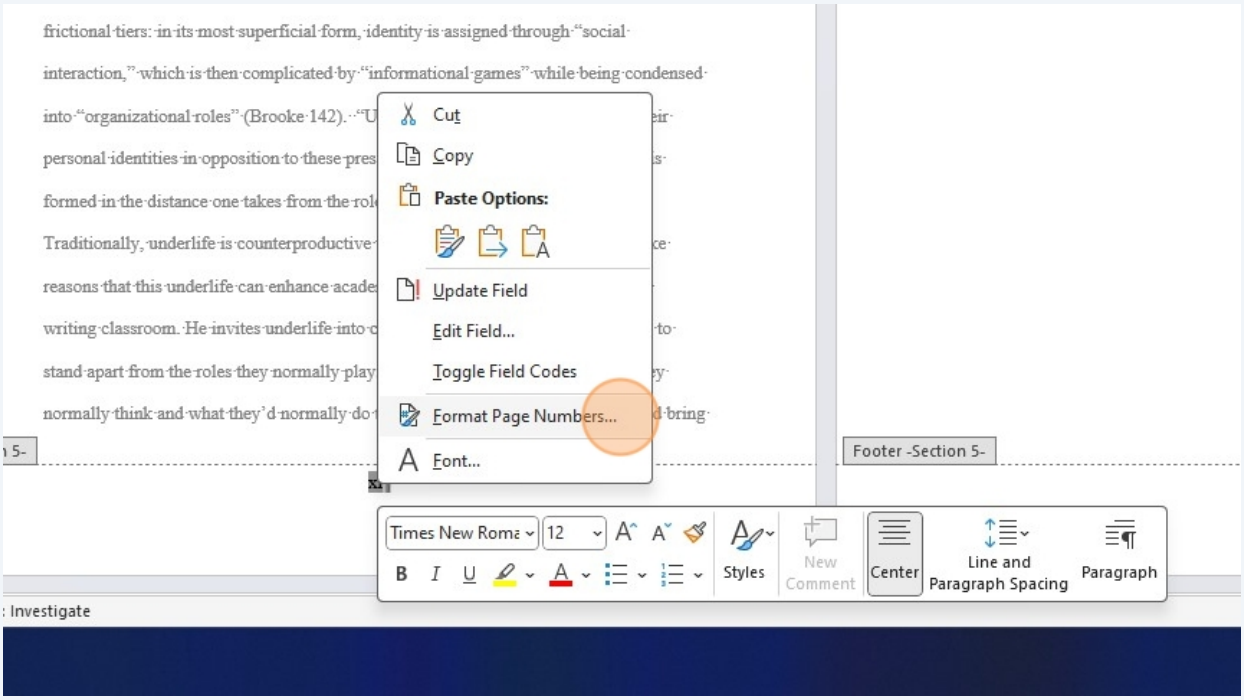
44 Click into the footer of the first page of the Introduction (or Chapter 1).



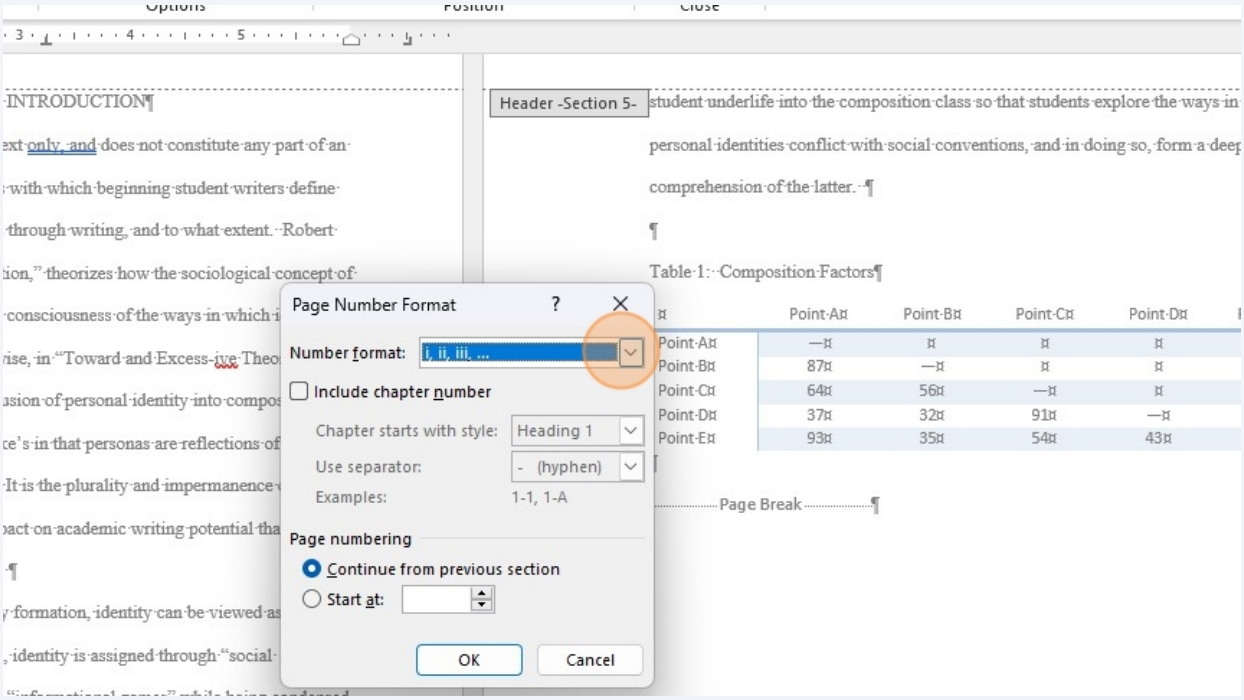
45 Right click the page number.



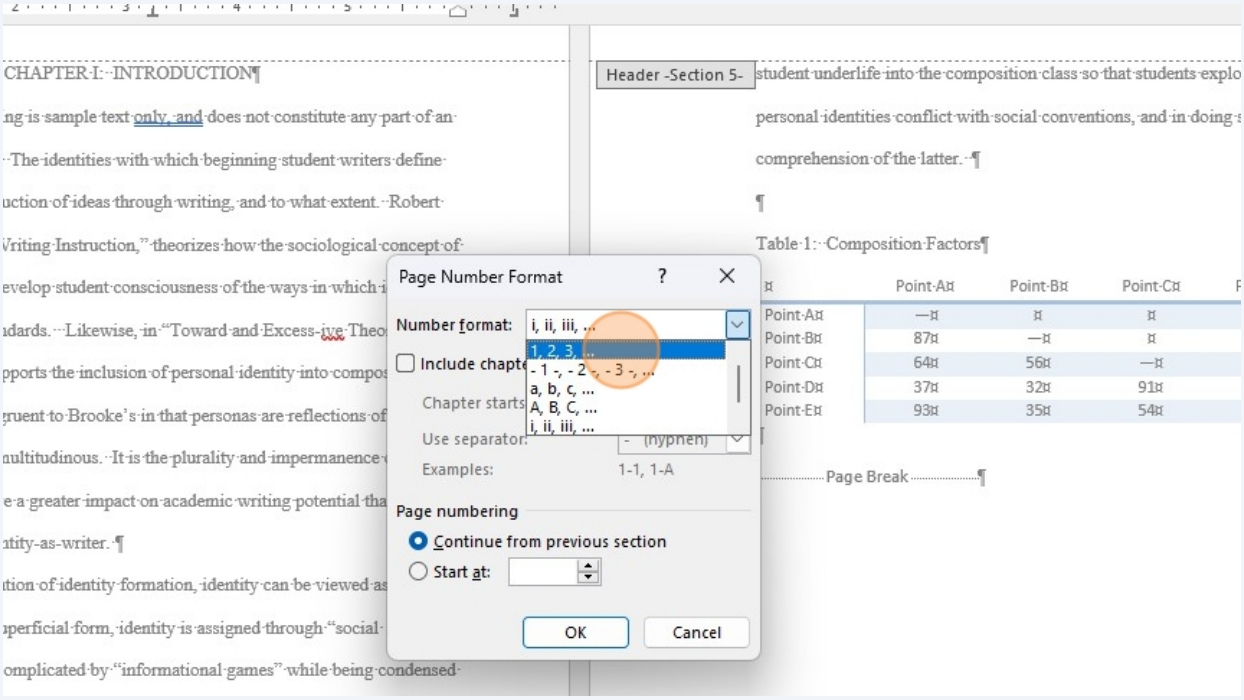
46 Click "Format Page Numbers..."



47 Click "Number format:"

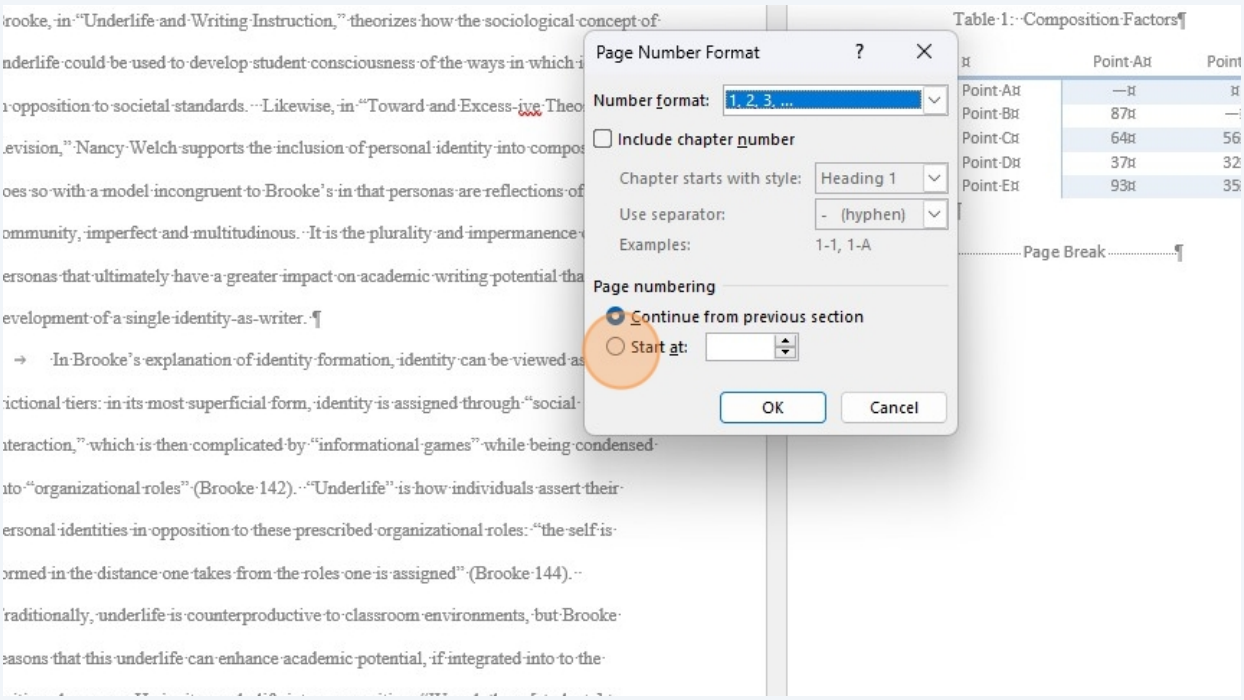


48 Click "1, 2, 3, ..."

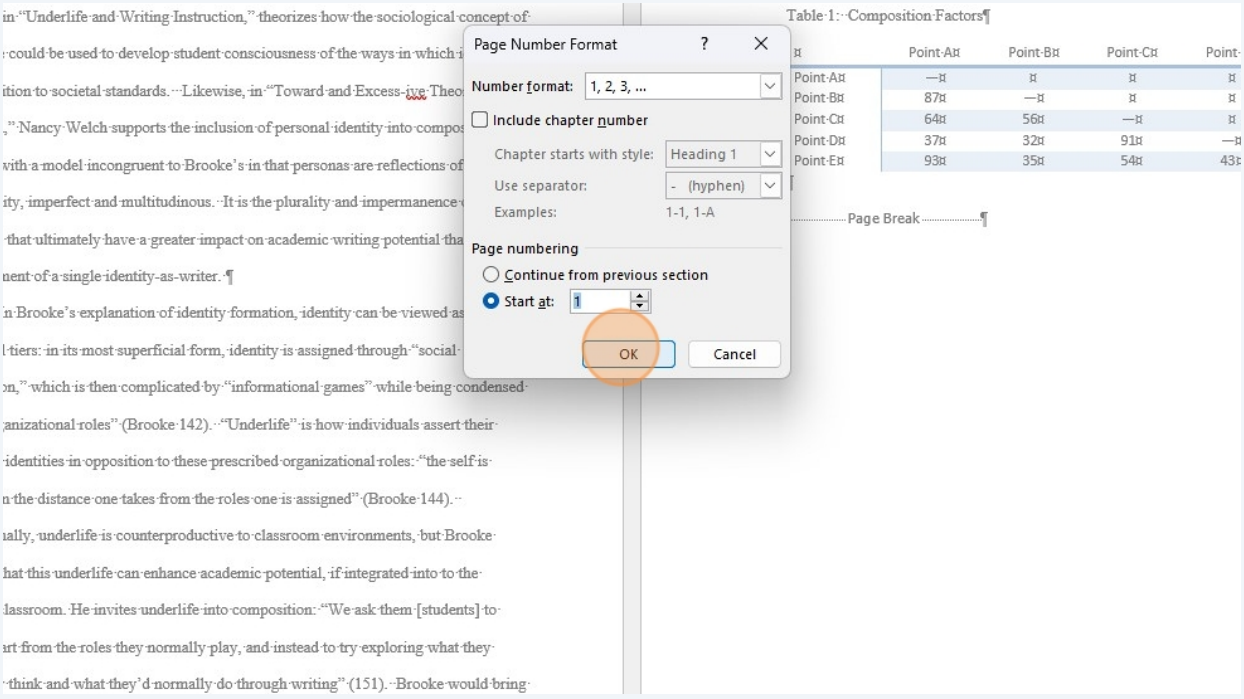


49 Click "Start at:"

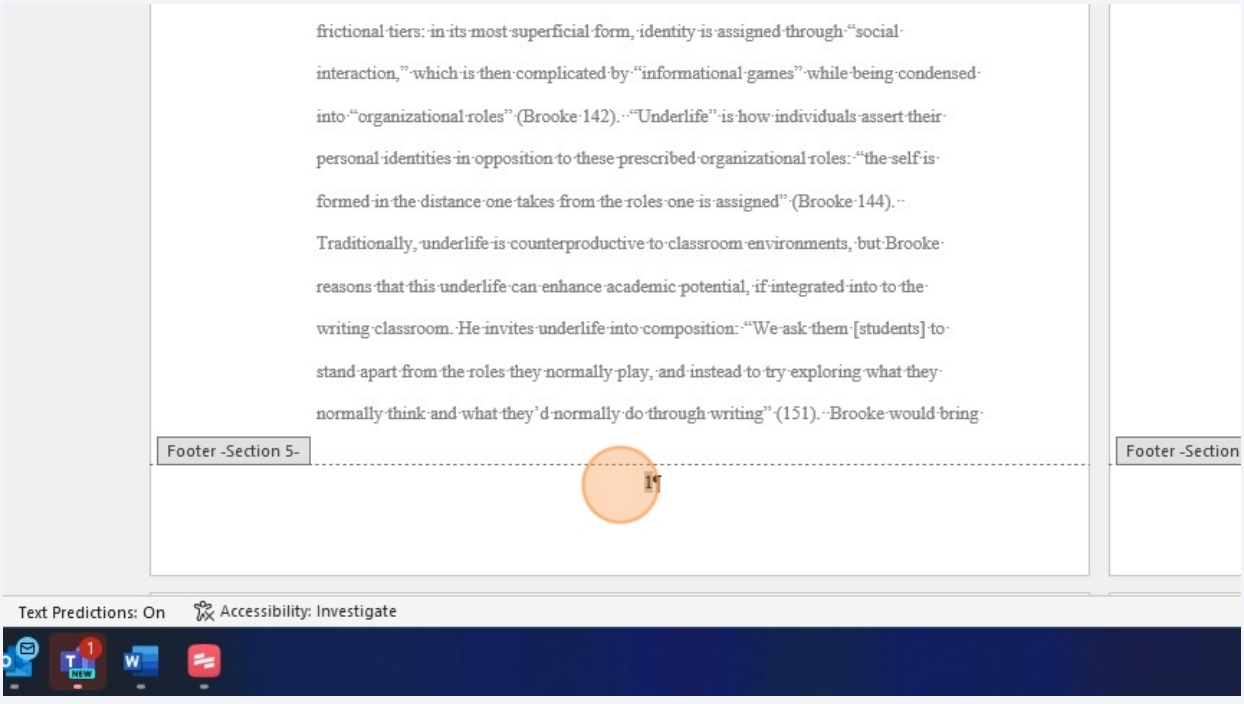
Change the number 1 one (if it isn't already). So the first page of this chapter starts over at page 1.



50 Click "OK"

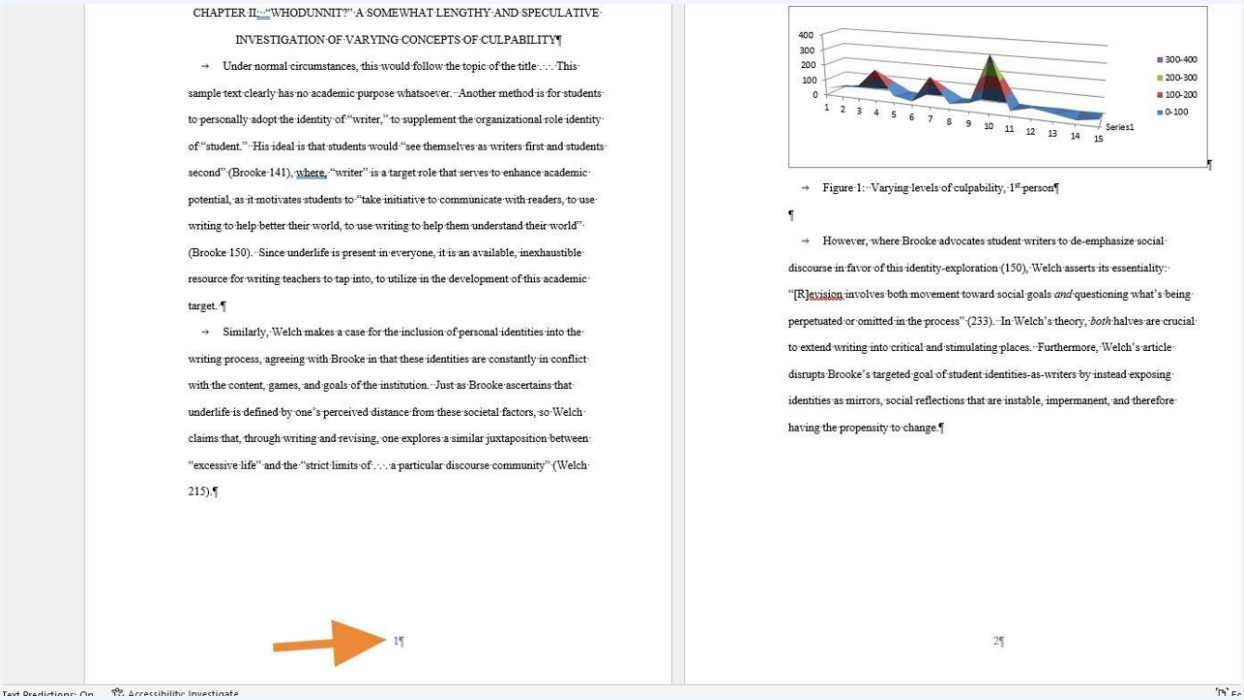


51 Now the first page of the Introduction (or Chapter 1) is page number 1.



When doing other formatting edits, if you find that the page numbering restarts in future chapters there is an easy fix to correct this.

52 When adding in section breaks sometimes the page numbers can 'restart'. To fix this see below steps.



CHAPTER II: "WHODUNNIT" A SOMEWHAT LENGTHY AND SPECULATIVE INVESTIGATION OF VARYING CONCEPTS OF CULPABILITY¶

→ Under normal circumstances, this would follow the topic of the title . . . This sample text clearly has no academic purpose whatsoever. Another method is for students to personally adopt the identity of "writer," to supplement the organizational role identity of "student." His ideal is that students would "see themselves as writers first and students second" (Brooke 141), where, "writer" is a target role that serves to enhance academic potential, as it motivates students to "take initiative to communicate with readers, to use writing to help better their world, to use writing to help them understand their world" (Brooke 150). Since underlife is present in everyone, it is an available, inexhaustible resource for writing teachers to tap into, to utilize in the development of this academic target.¶

→ Similarly, Welch makes a case for the inclusion of personal identities into the writing process, agreeing with Brooke in that these identities are constantly in conflict with the content, games, and goals of the institution. Just as Brooke ascertains that underlife is defined by one's perceived distance from these societal factors, so Welch claims that, through writing and revising, one explores a similar juxtaposition between "excessive life" and the "strict limits of . . . a particular discourse community" (Welch 215).¶

1¶

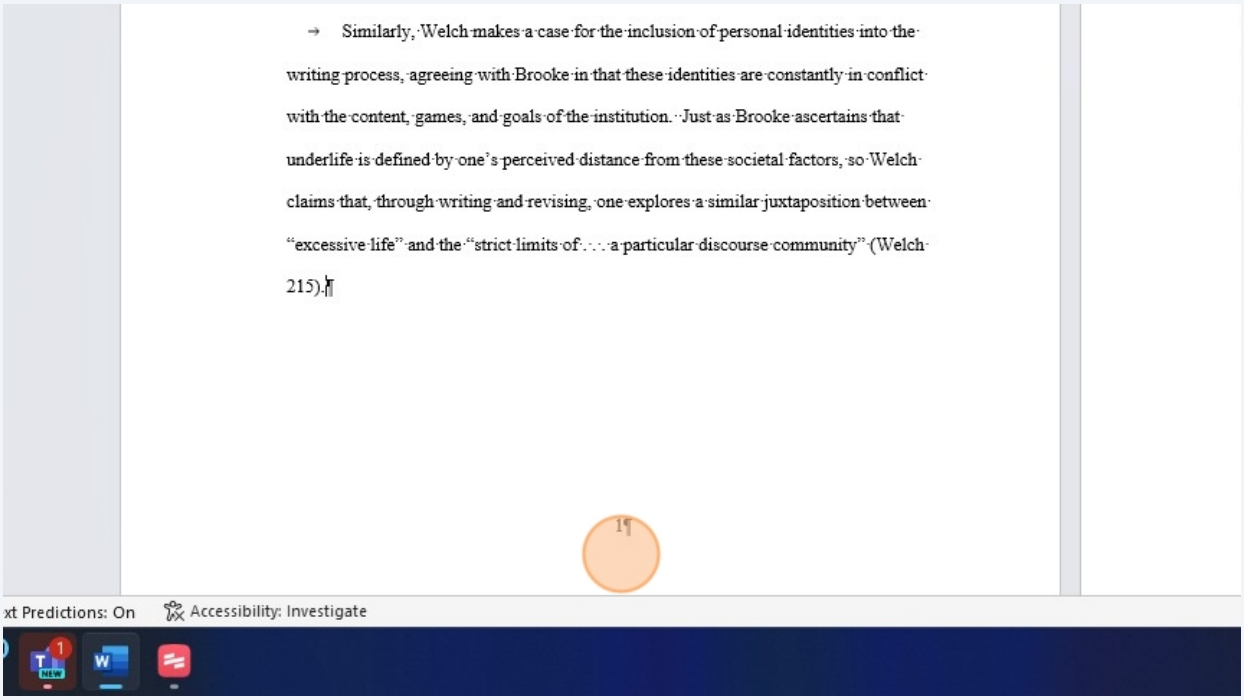
→ Figure 1: Varying levels of culpability, 1st person¶

¶

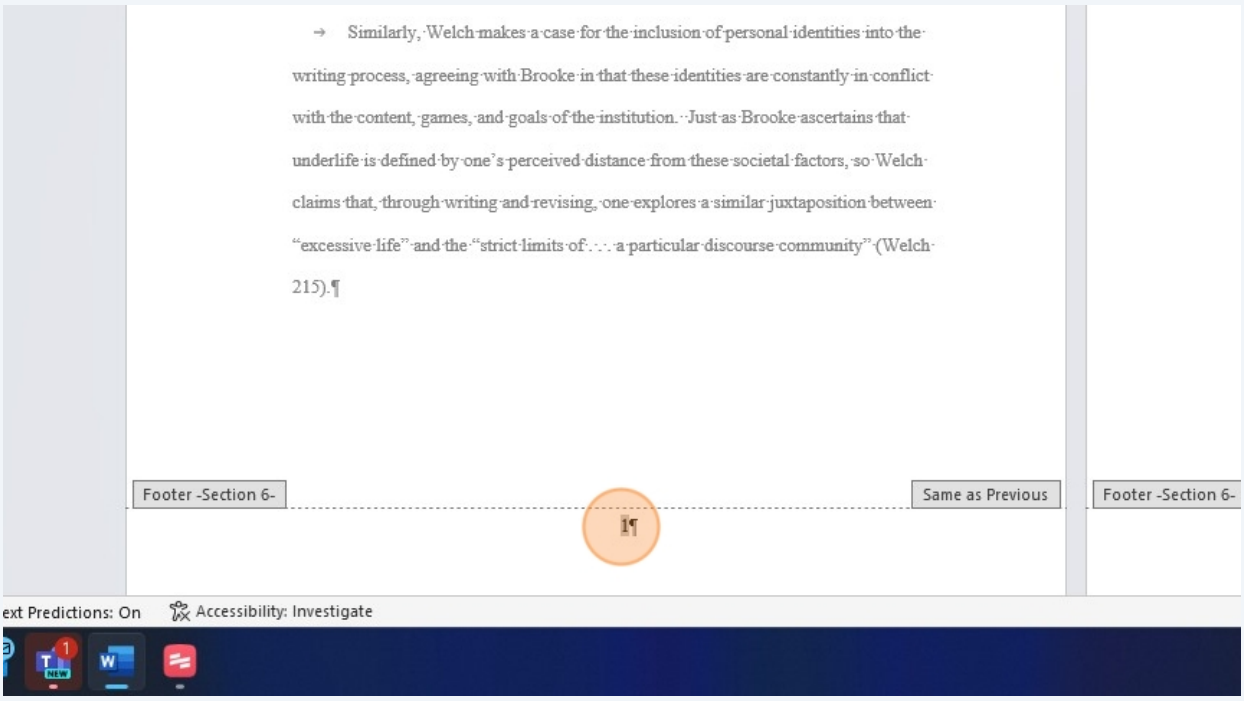
→ However, where Brooke advocates student writers to de-emphasize social discourse in favor of this identity-exploration (150), Welch asserts its essentiality: "[R]evision involves both movement toward social goals *and* questioning what's being perpetuated or omitted in the process" (233). In Welch's theory, *both* halves are crucial to extend writing into critical and stimulating places. Furthermore, Welch's article disrupts Brooke's targeted goal of student identities-as-writers by instead exposing identities as mirrors, social reflections that are instable, impermanent, and therefore having the propensity to change.¶

2¶

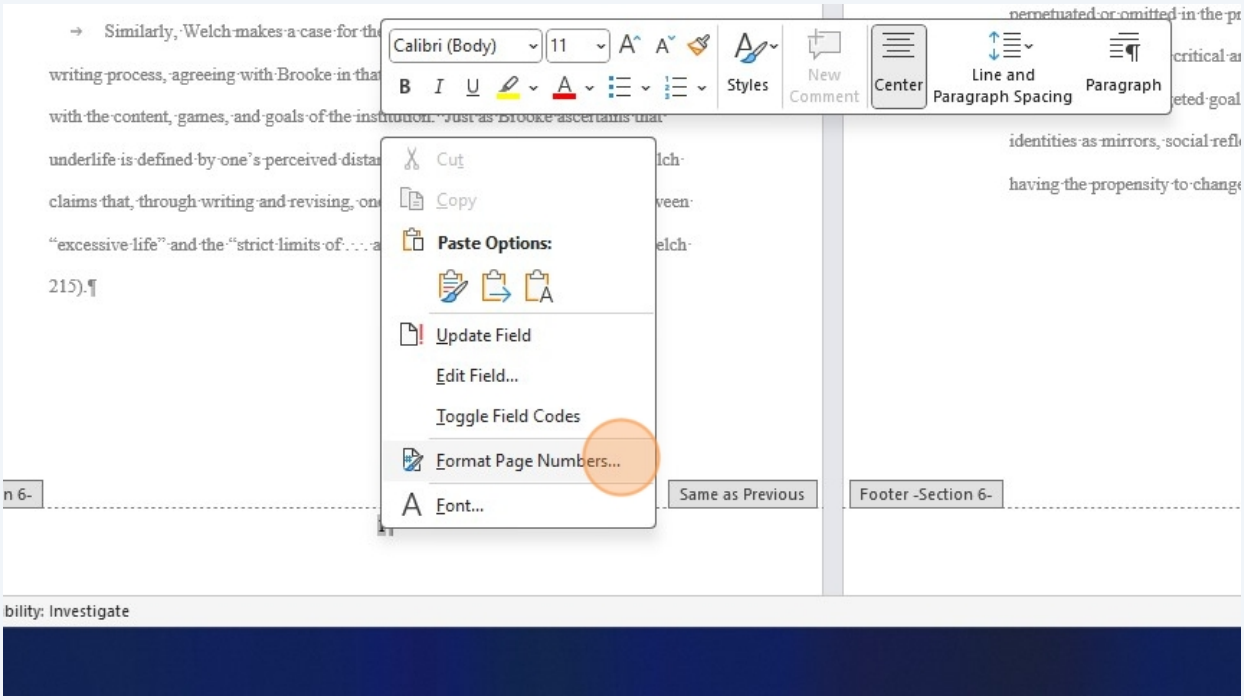
53 Double-click in the footer section.



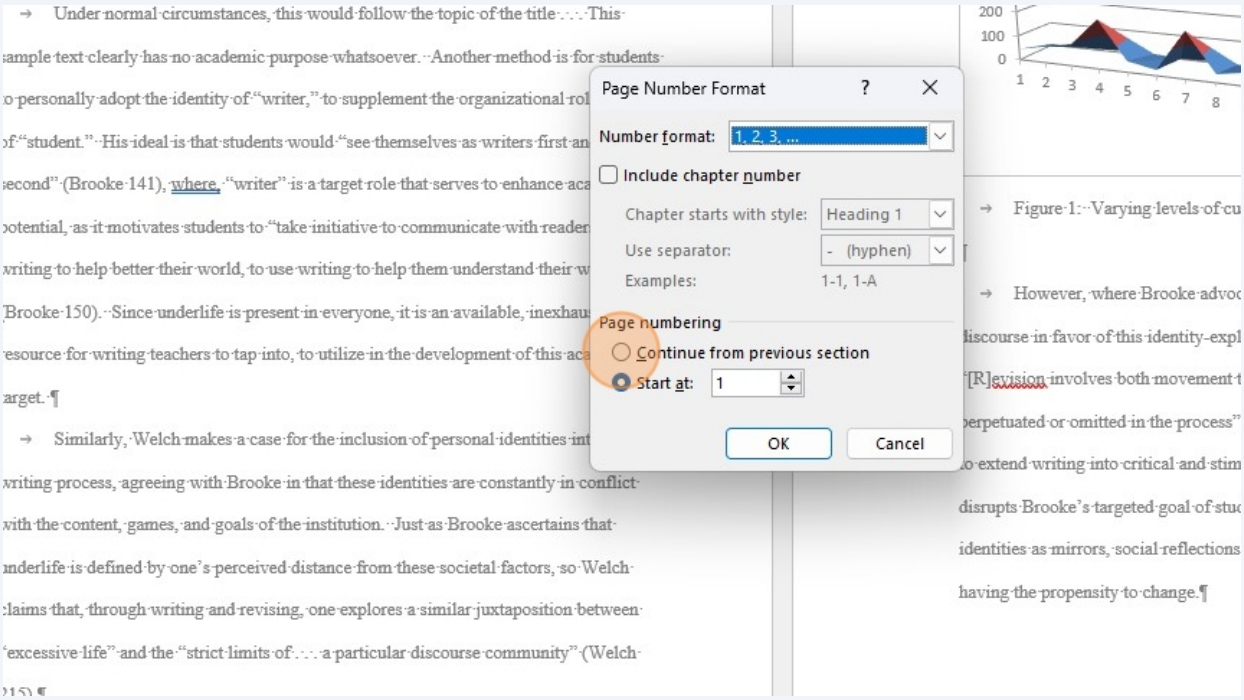
54 Right click on the page number.



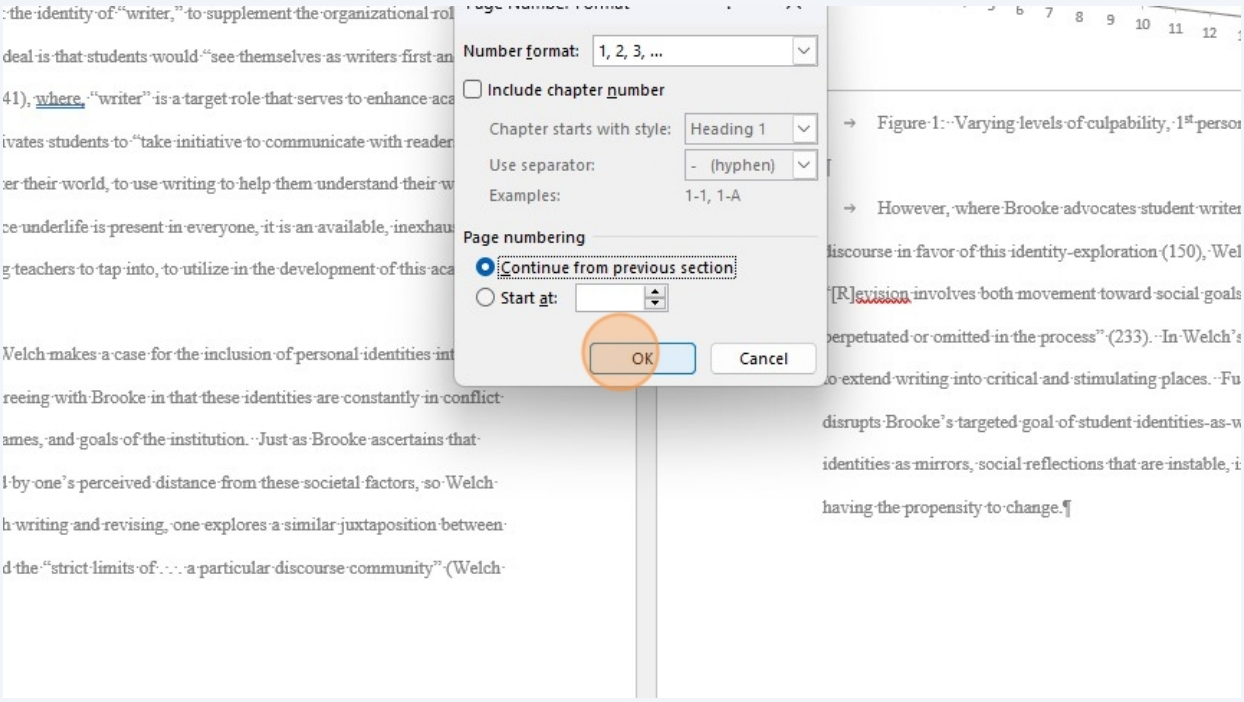
55 Click "Format Page Numbers..."



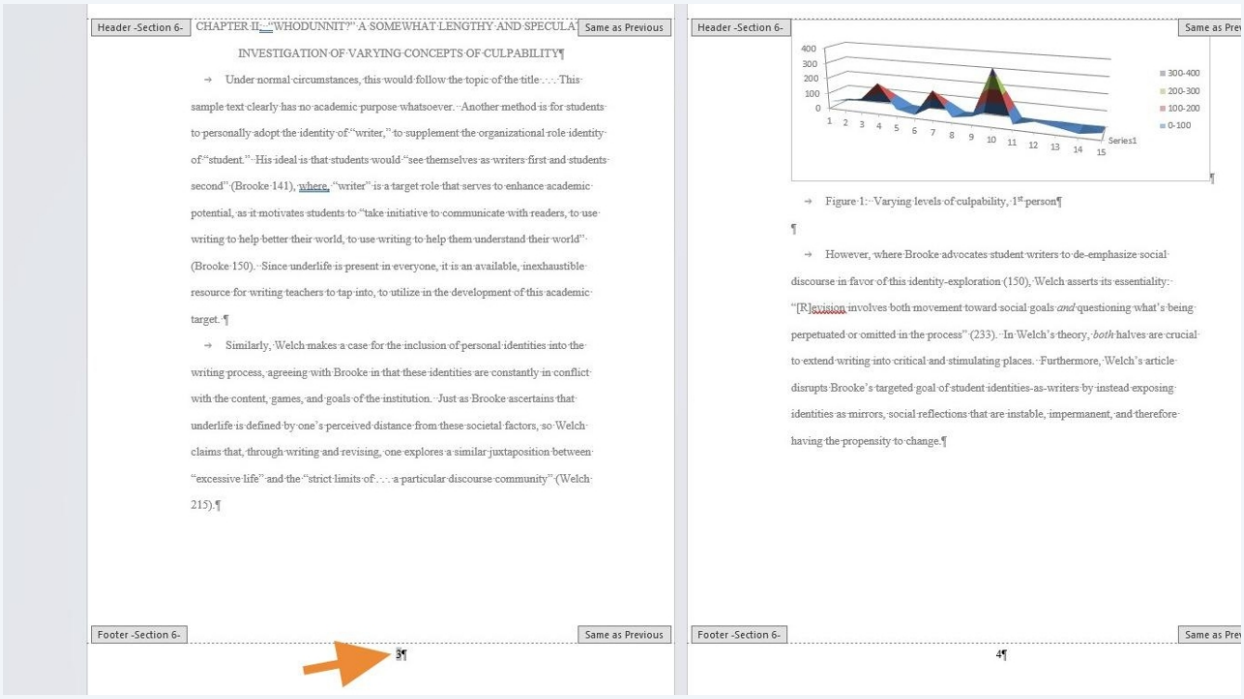
56 Click "Continue from previous section"



57 Click "OK"



58 Now the page number will continue from the previous section and continue counting correctly. If you find this occurring later into your manuscript, simply follow the instructions again and ensure that 'continue from previous section' is selected.



Now that the page numbering is correct, it is ideal to review the margin tutorial.