Page Numbering with Section Breaks - Word 2010

When formatting the page numbers for your manuscript, please keep the following in mind:
   a. Numbers should be at the bottom, center of the page.
   b. All pages must be numbered EXCEPT for the Title page. This is counted as page i, BUT the page number is not displayed
   c. Page numbers for the Front Matter are in small roman numerals (i, ii, iii..)
   d. Page numbers for the body of the manuscript are in Arabic numerals (1, 2, 3..)

Page Numbering for the Front Matter of Your Manuscript

1. To insert page numbers in your document,
   a. Click on the Insert tab
   b. In the Header & Footer Group, select Footer
   c. From the drop down menu, select the Blank design.

2. Formatting the Page Number for the Front Matter:
   a. In your manuscript, go to the first page (Title Page) of your manuscript and double click in the Footer section.
   b. On the Design tab, in the Header & Footer Group
      i. Choose Page Numbers
      ii. From the drop down menu, select the appropriate position for the page numbering: Plain Number 2 (bottom/center)
2. Again from the Page Number drop down box,
   a. From the drop down box, select Format Page Numbers..
   b. On the Page Number Format menu
      i. Under Number format, Select “i, ii, iii”
      ii. Under Page numbering, then Start at: Type in “i”

4. On the Design tab, under the Options Group, select Different First Page. This should remove the page number from the title page.
Page numbering for the Body of Your Manuscript – Arabic Numerals

1. Move the cursor to the end of your last page for the front matter.

2. Insert a **Section Break** to change the page numbering to Arabic numerals for the body of your manuscript.
   a. On the **Page Layout** tab
   b. Click on **Breaks** and select **Next Page** from the drop down menu

3. On the **Insert** tab, click on **Footer** in the Header & Footer group.
   a. Select **Edit Footer**

   b. On the **Headers & Footers** tab under **Navigation**, click on **Link to Previous** unless it is already highlighted.
c. Change the existing page number in the footer.

3. On the **Design** tab, in the **Header & Footer Group**
   a. Choose **Page Numbers**
   b. From the drop down menu, select the appropriate position for the page numbering: **Plain Number 2 (bottom/center)**

4. Again from the **Page Number Format** screen,
   a. From the drop down box for **Number format**
   b. Select (for the front matter) “1, 2, 3..”
   c. Under **Page numbering**,  
      i. Select **Start at:**
      ii. Type in “1”