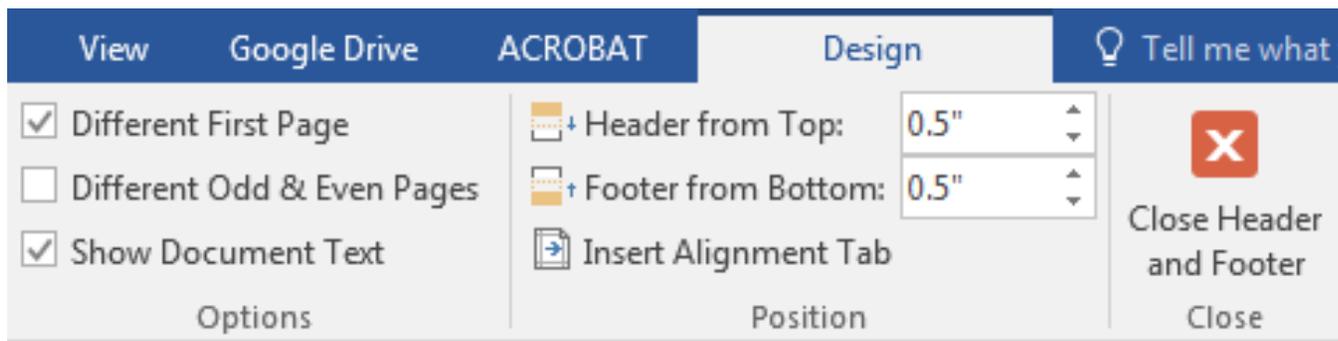


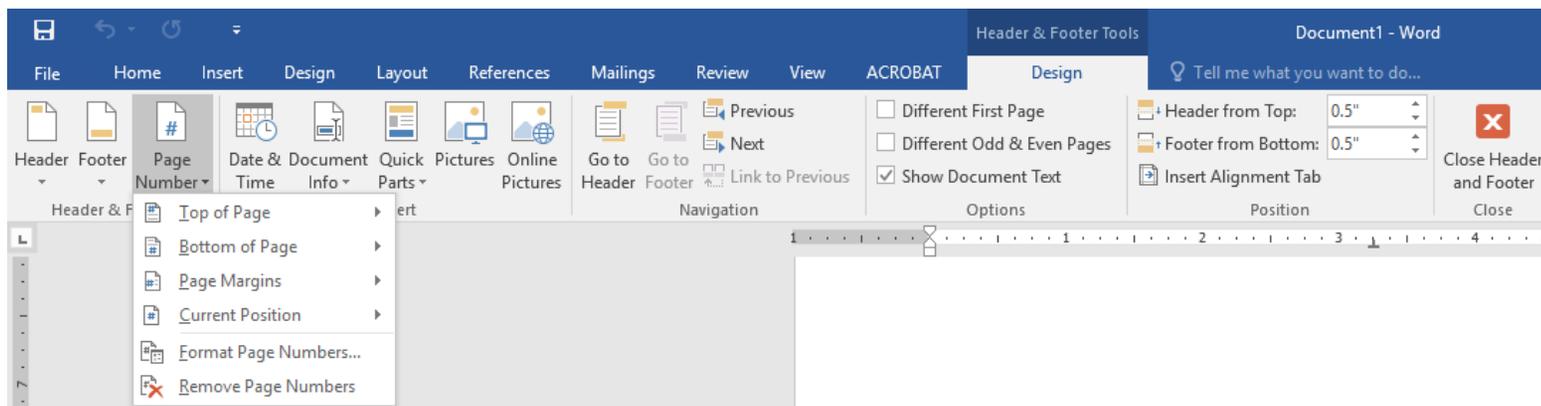
Page Numbering

Page numbers are always located at the bottom center of the page, $\frac{3}{4}$ of an inch from the bottom edge. Below are instructions for formatting page numbers:

1. On the **MS Ribbon**:
 - a. Go to the **Insert** tab
 - b. Click on **Footer in Header** in the **Footer** section
 - c. From the drop down menu, click on **Edit Footer**
2. On the **Design** tab, In the **Position** section, the **Footer from Bottom** should be set at .5"



3. In the **Header & Footer** section:
 - a. Click on **Page Number**
 - b. Select **Bottom of Page**, then the option labelled **Plain number 2**.



Page Numbers - Front Pages

1. **Title page** is counted as Page i, but the page number is not displayed
2. Small roman numerals
3. Centered at the bottom of the page
4. Instructions for formatting page numbers for the front pages.
On the **Insert tab**, click on **Footer**
 - a. In the Header & Footer section:
 - b. From the **Footer** drop down menu, select **Edit Footer**.
 - c. From the Page Number drop down menu, select **Bottom of page** and select the option labelled **Plain number 2**.
 - d. From the Page Number drop down menu:
 - i. Change the number format to small roman numerals
 - ii. Click on the radio button **Start at** and type in **"i"**, then click on **Okay**.
 - iii. In the **Options** section, check the box next to **Different First** page to remove the page number from the title page.
5. After the last page of the front pages, insert a section break.

Page Numbers – Body of the Document

1. The body of the document is numbered using Arabic numbers
2. The first page of the first chapter has the page number - 1.
3. Pages are numbered consecutively from the first page of the first Chapter (or Thesis Statement if used) to the end of the document including Appendices.
4. After creating your section break:
 - a. Change the page number format to Arabic numerals
 - b. Click on the radio button **Start at** and type in **"1"** and click on **OK**.
 - c. Make sure the box next to **Different First Page** is *unchecked*.