

## How to Format Page Numbers in a Dissertation & Thesis

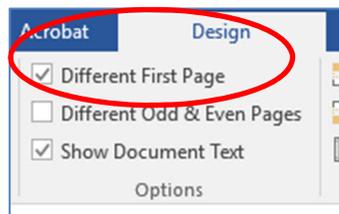
These instructions are based on using Word 2019. To address landscape pages, see:  
[https://library.albany.edu/imc/tutorials\\_handouts/dissertation\\_landscape.pdf](https://library.albany.edu/imc/tutorials_handouts/dissertation_landscape.pdf)

### Tips

- Use Insert >Page Break to move text to the next page. Do not press Enter/Return to push the text onto a new page.
- To display Footer information, double click in the Footer area. To return to the body of the document, double click outside the Footer area.

Page number formats are in three separate parts.

1. **Title page** – The first page is the title page; it is only one page. There is no page number displayed. It counts as page “i”.
  - a. Click on the page. Select **Insert > Footer > Banded** [inserts page number in center of the Footer].
  - b. Select the page number in the Footer.
  - c. On the ribbon, select **Different First Page**. The page number disappears.

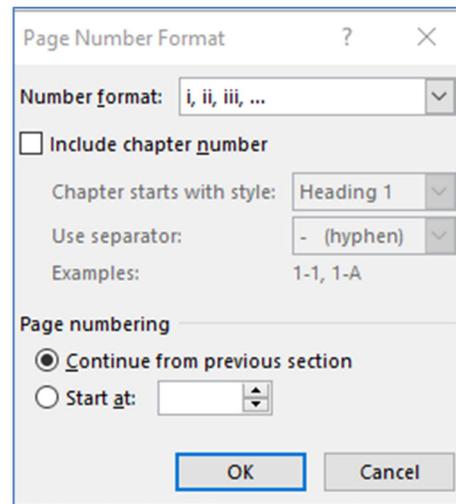


The Footer is now labeled “First Page Footer. This indicates the first page differs from the rest of the document’s Footers.

2. **Roman Numerals** - Go to the Footer on the next page. This is page two. If the page number format is not Roman numeral:

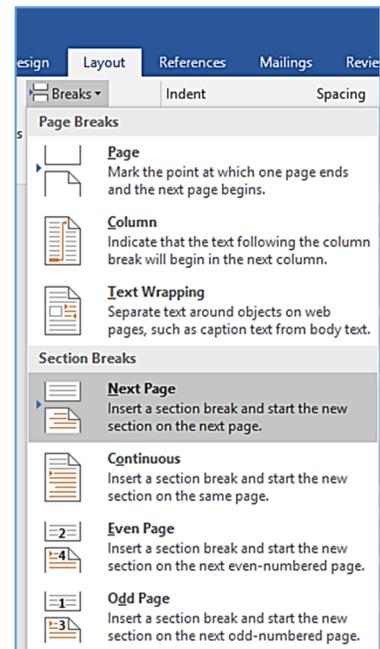
- a. Select the page number.
- b. On the Ribbon, select **Page Numbers > Format Page Numbers**.
- c. Select the **Roman numeral format**. Select **Continue from previous section**.

This page should not be numbered “i” [page one]; it must be page ii.



3. **Arabic Numerals** is the page number format for the main text pages, starting with page 1. The body of your text is treated as a separate section. Section breaks allow you to break your document into parts and treat each part separately.

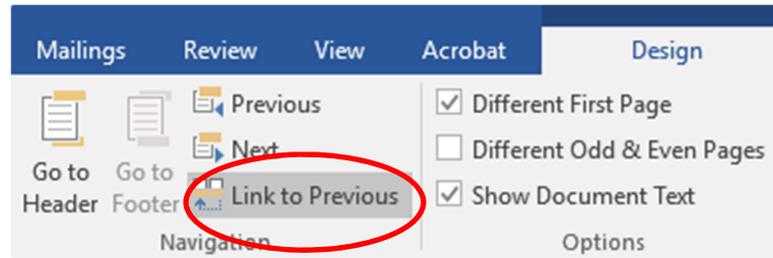
- a. Place your cursor at the end of the text of the last Roman numeral page-not in the Footer. Select **Layout > Breaks >Next Page**.



b. Double click in the Footer area. The Footer [and Header] display per below.

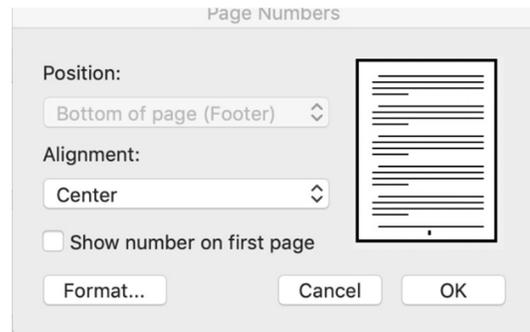


On the ribbon, **Unselect “Link to Previous”**. The page number format is not continuing from the preceding pages.

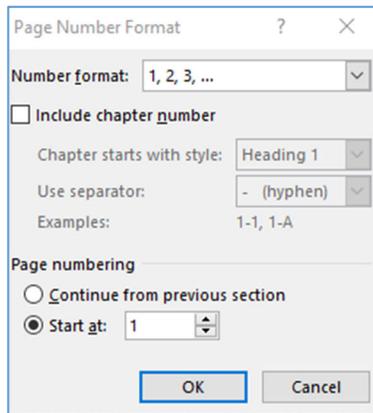


- a. On Windows, select **Insert >Page number > Bottom of Page > Plain Number 2** [middle of page]. Select the number to format it.  
On the Ribbon, select **Page Number > Format Page Numbers**

On Mac, select **Insert >Page Number**. Select **Bottom of page, Center Alignment**. Select **Format**.



- b. Select the **Arabic numeral format**. Select **Start at 1**.



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