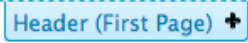
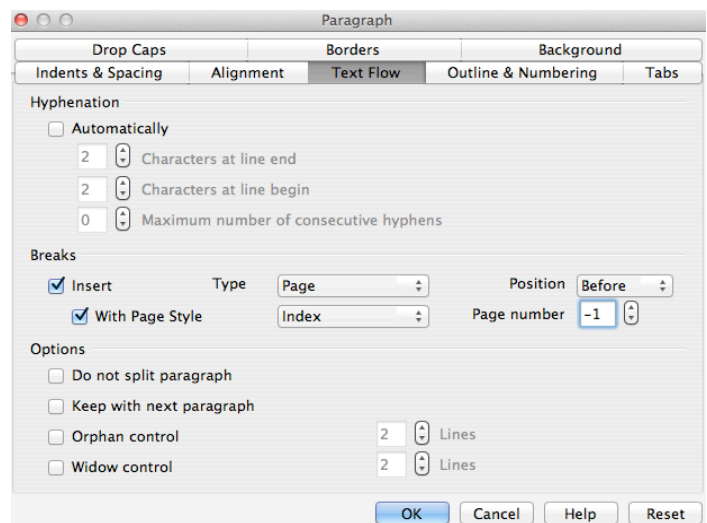
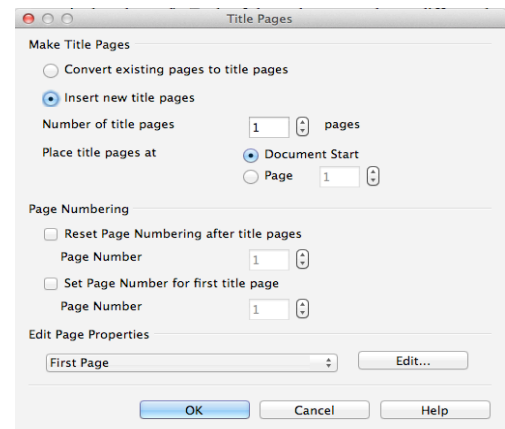


# Formatting Page Numbers – LibreOffice for the SEP Research Paper

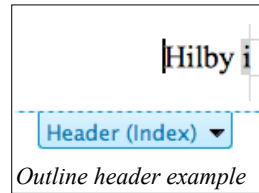
There are three parts to the SEP research paper: title page, outline, body (which includes the works cited at the end). Each of these three parts has a different header.

- Title page – no header
- Outline – header in right corner: last name and page number using small Roman numerals
- Body – header in right corner: last name and page number starting with page 1

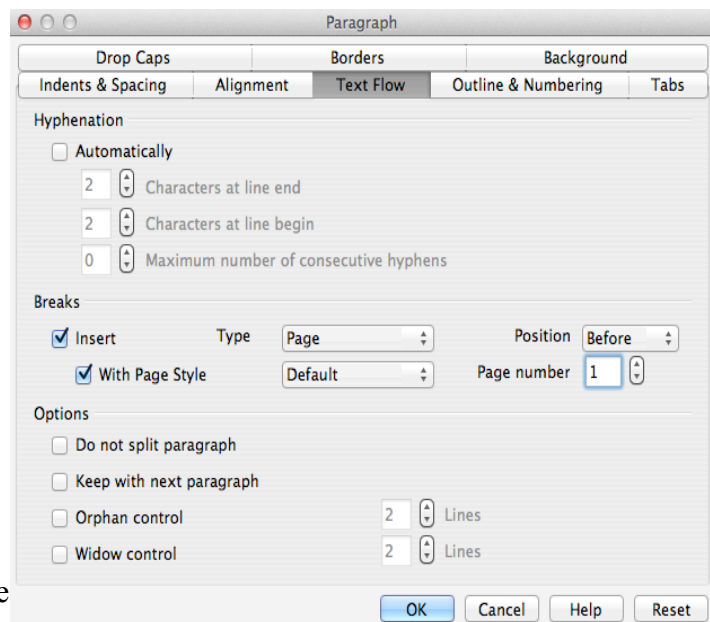
1. Start by opening outline
  2. Delete information in existing header
  3. Place cursor at the top/beginning of the outline
    - a. Format
    - b. Title Page
    - c. Insert New Title Page
    - d. OK
  4. A new blank page will appear. This is where the title page will be entered. Although the header is blank, it is now called Header (First Page) 
  5. Check the margins of this page (Format, Page) to be sure they are at .5 for top and 1 inch for bottom, left and right.
  6. Enter your title page information.
  7. At the end of the title page:
    - a. **Format**
    - b. **Paragraph**
    - c. **Text Flow**
    - d. Under Breaks:
      1. ✓ Insert
      2. Type: **Page**
      3. Position: **Before**
      4. ✓ With Page Style
      5. **Index**
      6. Page Number: **-1**
    - e. **OK**
- NOTE: This may give you a blank page. Use fn + delete to remove that page.
8. The header for the outline is now called Header (Index).



9. Check the margins of this page (Format, Page) to be sure they are at .5 for top and 1 inch for bottom, left and right.
10. In the header of the outline:
  - a. Right align
  - b. Type your last name
  - c. Insert
  - d. Fields
  - e. Other...
  - f. Page
  - g. Roman (i ii iii)
  - h. Offset -1

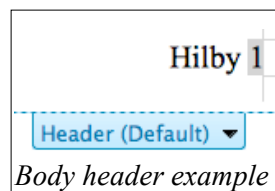


11. On a blank line at the end of the outline:
  - a. **Format**
  - b. **Paragraph**
  - c. **Text Flow**
  - d. Under Breaks:
    1. ✓ Insert
    2. Type: **Page**
    3. Position: **Before**
    4. ✓ With Page Style
    5. **Default**
    6. Page Number: **1**
  - e. **OK**



12. This will give you a new blank page for the body of your paper.
13. Check the margins of this page (Format, Page) to be sure they are at .5 for top and 1 inch for bottom, left and right.

14. In the header of the body:
  - a. Right align
  - b. Type your last name
  - c. Insert
  - d. Fields
  - e. Page Number



15. Copy and paste your introduction on to this page.
16. Continue typing your paper on these pages and it will automatically number for you.
17. The Works Cited will be after the body of your paper and will continue with the same header and page numbering sequence as the body.