

Adding page numbers

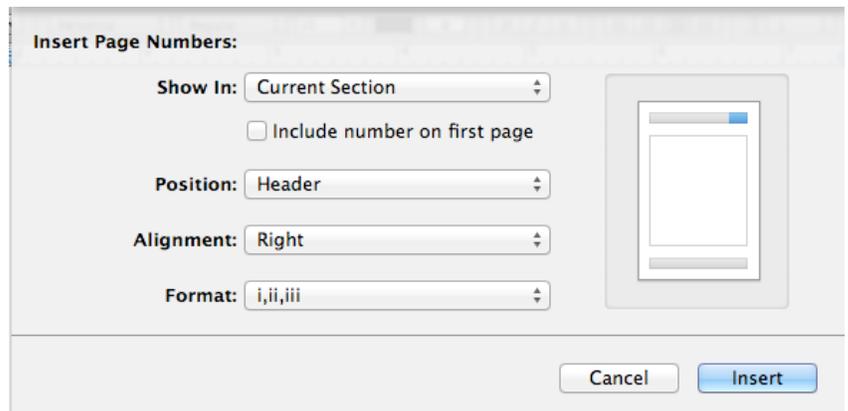
Using Pages

- A. At the bottom of the title page, insert a section break (**Insert, Section Break**). The title page will be Section 1
- B. At the end of the outline, insert a section break (**Insert, Section Break**). The outline will be Section 2. If you need to put in page breaks in the outline, use a regular page break (**Insert, Page Break**)
- C. The body of your paper will be Section 3.
- D. Go to the header of the first page of your outline.

- a. Go to **Insert** on the menu and choose **Auto Page Numbers**.
- b. Make the following changes:
 - i. Show in: **Current Section**
 - ii. Position: **Header**
 - iii. Alignment: **Right**
 - iv. Format: **i,ii,iii**
 - v. Select **Insert**

You should now see ii. in the upper right corner of the header. Add your last name before the page number. (Example: Student ii)

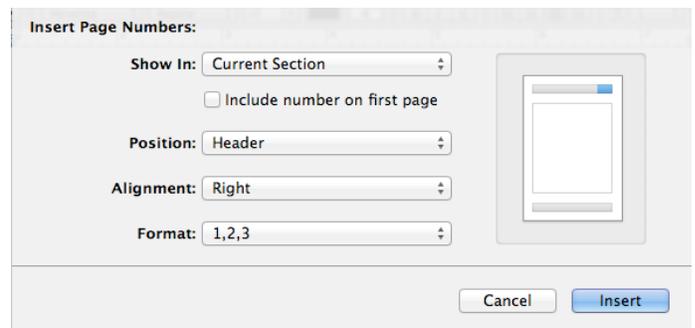
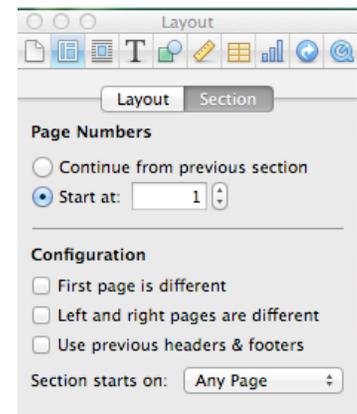
- c. To change the outline to start on page i:
 - i. Click on the **Inspector** icon
 - ii. Select the **Layout** inspector
 - iii. Select the **Section** tab
 - iv. Under Page Numbers, choose **Start at 1**



- E. Go to the header of the first page of the body of your paper.
 - a. Go to **Insert** on the menu and choose **Auto Page Numbers**.
 - b. Make the following changes:
 - i. Show in: **Current Section**
 - ii. Position: **Header**
 - iii. Alignment: **Right**
 - iv. Format: **1,2,3**
 - v. Select **Insert**

You should now see 2. in the upper right corner of the header. Add your last name before the page number. (Example: Student 2)

- c. To change the body to start on page 1:
 - i. Click on the **Inspector** icon
 - ii. Select the **Layout** inspector
 - iii. Select the **Section** tab
 - iv. Under Page Numbers, choose **Start at 1**



- F. Scroll through the document to check the headers.
 - a. Title page should not have a page number at all
 - b. Outline should be numbered with small Roman numerals starting on page i.
 - c. Body of paper should be numbered with regular numbers starting on page 1.