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 <u>end</u> of the title page:
 - a. Format
 - b. Paragraph
 - c. Text Flow
 - d. Under Breaks:
 - 1. $\sqrt{\text{Insert}}$
 - 2. Type: Page
 - 3. Position: Before
 - 4. $\sqrt{\text{With Page Style}}$
 - 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).

000	Title Pages
Make Title Pages	
Convert existing pages to	title pages
 Insert new title pages 	
Number of title pages	1 (+) pages
Place title pages at	 Document Start
	O Page 1
Page Numbering	
Reset Page Numbering af	ter title pages
Page Number	1
Set Page Number for first	title page
Page Number	1
Edit Page Properties	
First Page	\$ Edit
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00		Paragraph		
Drop Caps		Borders	Background	
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- 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. $\sqrt{\text{Insert}}$
 - 2. Type: Page
 - 3. Position: Before
 - 4. $\sqrt{\text{With Page Style}}$
 - 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.



Drop Caps Indents & Spacing A Hyphenation	lignment	Borders	Back	around
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