## 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**)

Insert Page Numbers:

Show In: Current Section

Position: Header

Alignment: Right

Format: i,ii,iii

Include number on first page

- 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 <u>body</u> 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.

	Cancel
	Layout Section
	Page Numbers
	O Continue from previous section
1	• Start at: 1
	Configuration
ur paper.	<ul> <li>First page is different</li> </ul>
age Numbers.	Left and right pages are different
0	Use previous headers & footers
	Section starts on: Any Page \$
Insert Page Numbers:	
Show In: Current	Section ‡
Include	e number on first page
Position: Header	÷
Tedder	
Alignment: Right	÷

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