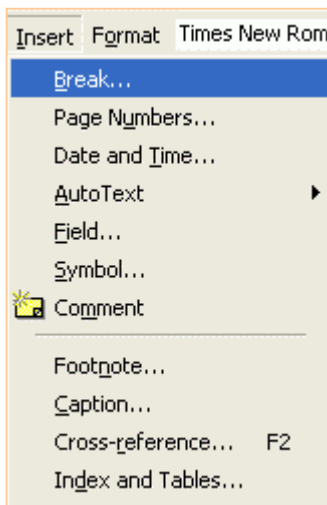


# USING WORD 2000 TO SET PAGE NUMBERING

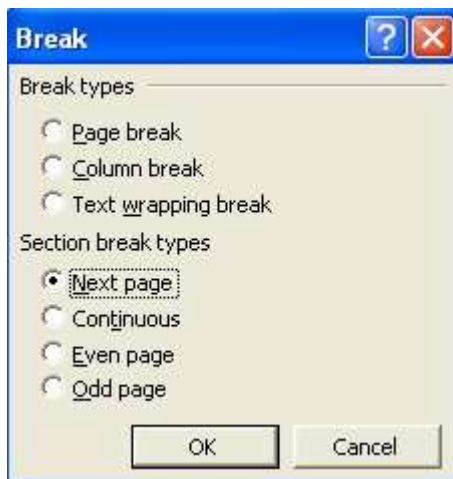
*Institutional guidelines usually specify page setup, i.e., margins, paper size, font and page numbering.*

## 1. STARTING NUMBERING ON PAGE 2

- 1.1 If you do not want page numbers to start on your first (title) page, place your cursor where you want the second page to start and insert a section break by going to the Insert menu and choosing Break...



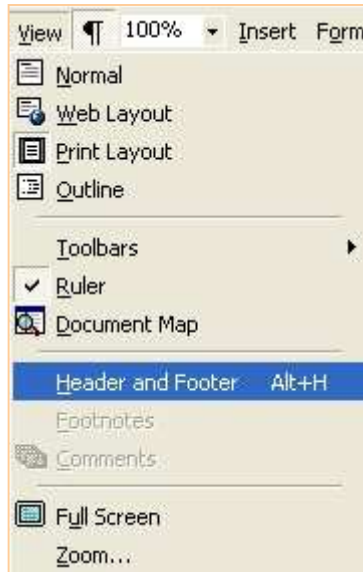
*The Break dialog box pops up.*



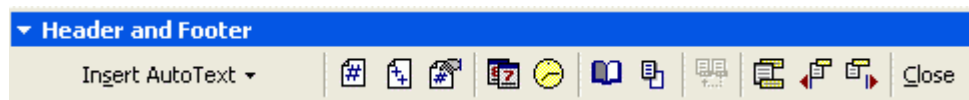
- 1.2 Click on the Next page radio button.

## 2. NUMBERING IN HEADER OR FOOTER

- 2.1 To insert page numbers in your header or footer, go to the View menu and choose Header and Footer.



*The Header and Footer dialog box pops up and the cursor is positioned in the Header paragraph. (Sometimes the Header and Footer dialog box puts itself below your menu bar as a toolbar - or you can drag it there.)*



- 2.2 If the page number must be in the footer, click on the Switch between header and Footer icon.



## 3. CENTERING OR RIGHT ALIGNING NUMBERS

- 3.1 If you do not need to type any words in the footer:

3.1.1 If the page number must be centred, press Control+e to centre the paragraph.

3.1.2 If the page number must be on the right, press Control+r to right align the paragraph.

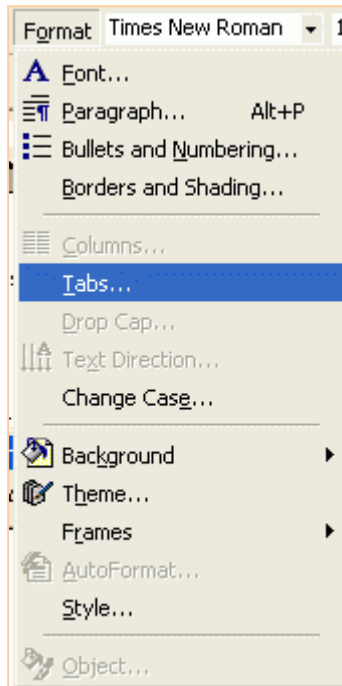
3.1.3 Insert a page number by clicking on the Insert Page Number icon shown on the right.



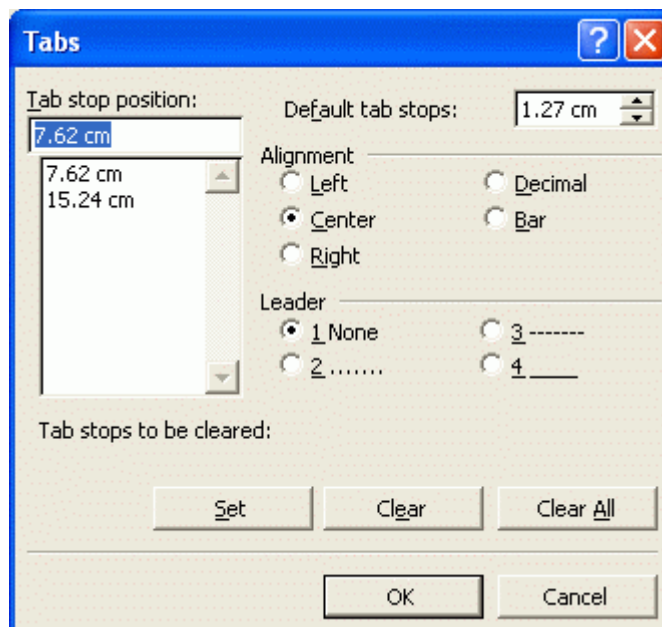
- 3.2 If you do need to type words in the footer, first type the words.

*Word automatically assigns a centred tab and a right-aligned tab for the US letter size page and margins.*

- 3.2.1 These do not work for our page layout so you need to delete them before you do anything else. Go to the *Format* menu and choose the Tabs... option, as shown below.

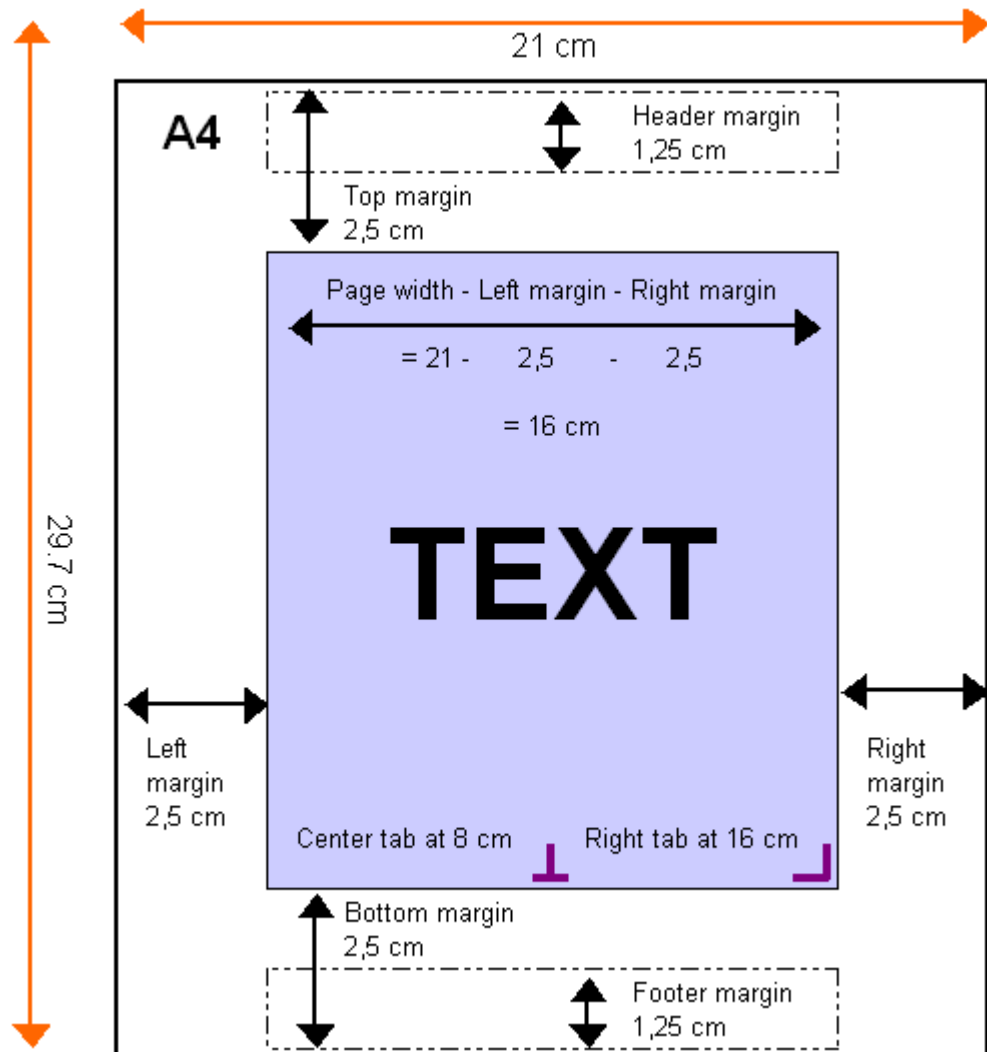


*The Tabs dialog box pops up, as shown below, usually with the default tab settings for a center tab and a right tab on a U.S. standard Letter page size.*

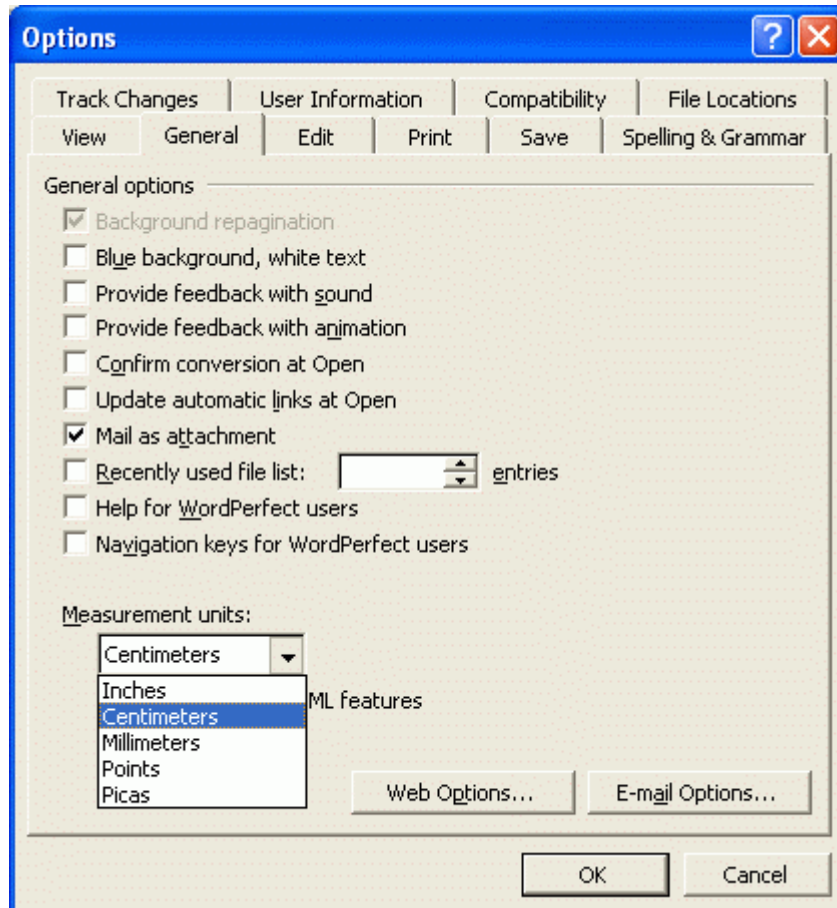


- 3.2.2 Click on the Clear All button to remove them.

Then you need to re-assign the tabs for your page layout. Work the positions out from your margins. If your left and right margins are 2.5 cm each, delete 5 from your A4 page width of 21 cm = 16 cm. A right-aligned tab would be at 16 cm. A centred tab would be at 8 cm.

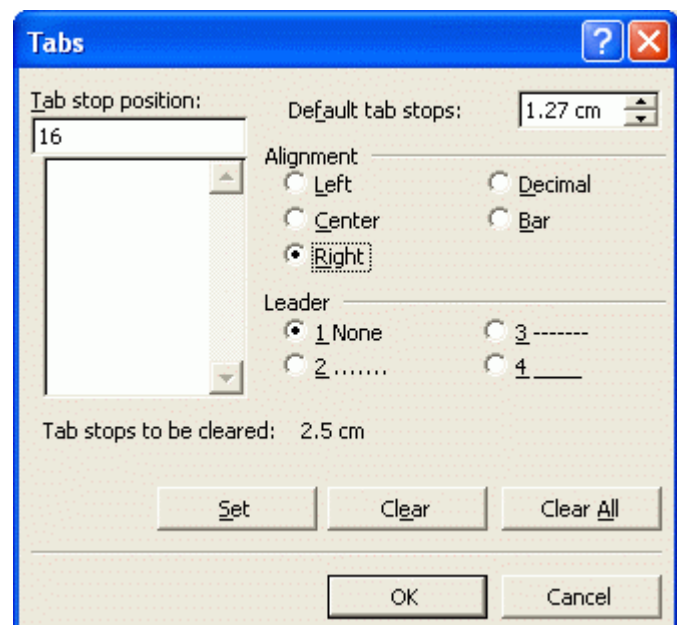


(If your measurements are displayed in inches and you want to display them in centimetres, go to Tools menu → Options option → General tab → Measurement units list box → Centimetres dropdown, as shown below.)



3.2.3 Set a right-aligned tab by typing 16 in the Tab stop positions text box and selecting the Right option in the Alignment frame, as shown below. (Leaders are mostly only used in tables of contents and forms so leave that setting at None.)

3.2.4 Place your cursor between the words and the page number and press the tab key.

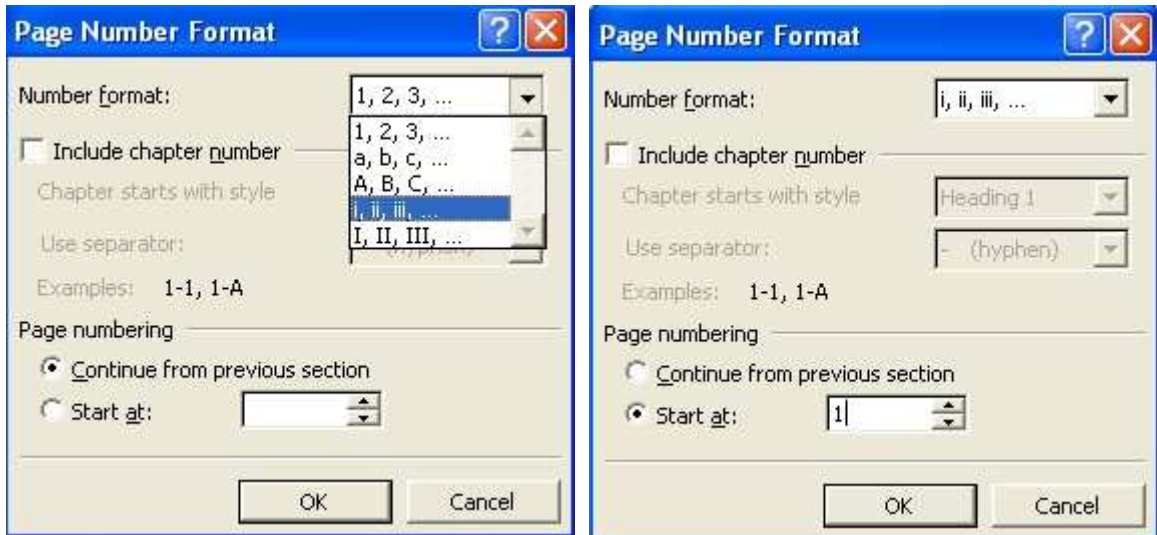


#### 4. FORMATTING THE NUMBER

- 4.1 The default number format is 1, 2, 3,... (Arabic numerals). If you want any other number format, e.g., Roman numerals (i, ii, iii,...), click on the Format number icon in the Header and Footer dialog box/menu, shown below:



*The Page Number Format dialog box pops up.*



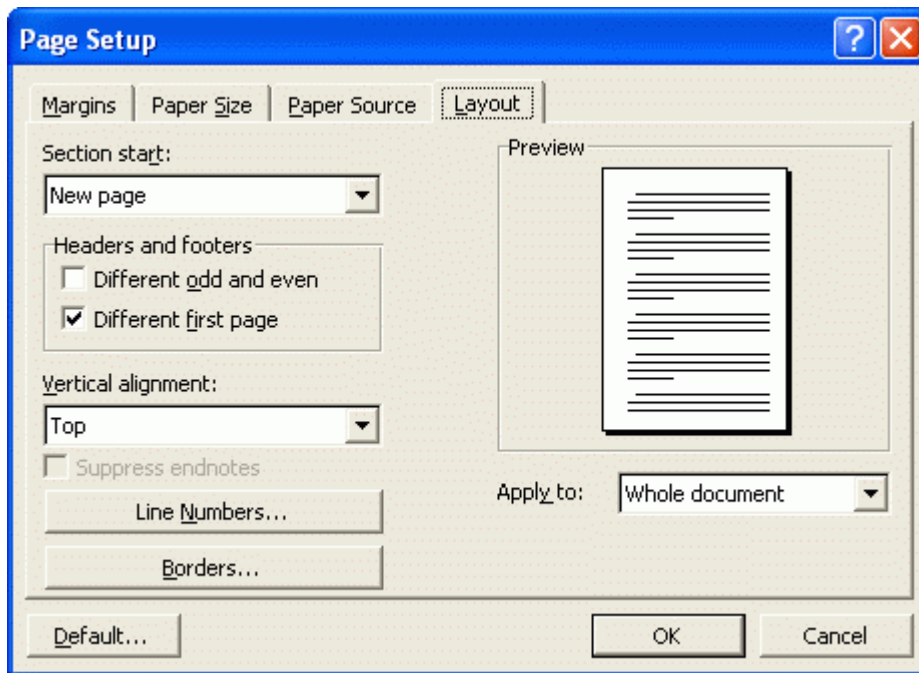
- 4.2 Select the Number format from the list box on the top right of the dialog box, as shown above left.
- 4.3 Select the page number to Start At (usually 1) from the list box at the bottom centre of the dialog box, as shown above right.
- 4.4 Click on the OK button or press the Enter key to exit.

#### 5. NO PAGE NUMBER ON FIRST PAGE

- 5.1 If you do not want your page numbers to show on the first page of the new section, go to the View menu and choose Header and Footer, as explained in paragraph 2.1.
- 5.2 Click on the Page Layout icon in the Header and Footer dialog box/menu.

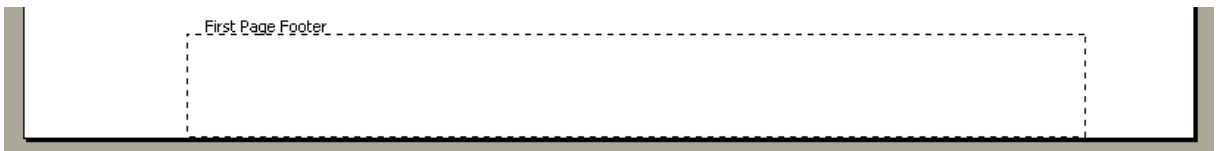


The Page Setup dialog box pops up, open at the Layout tab, as shown below.



5.3 Tick Different first page in the Headers and footers frame at the left centre of the dialog box.

5.4 Go to the First Page Header or the First Page Footer and make sure it contains what you want (usually nothing).



5.5 Click on the View Next or View Previous icon to move around in the headers and footers.



6. To exit the Header and Footer dialog box, click on Close at the far right of the Header and Footer dialog box.

7. If you need to restart page numbering, e.g., if your front pages have to have roman numerals (i, ii, iii...) and then your dissertation proper must start at page 1 with Arabic numerals (1, 2, 3,...), insert a section break where the new numbering must start by repeating paragraphs 1.1 and 1.2 in this document; and set the numbering by repeating paragraphs 4.1 to 4.4.

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