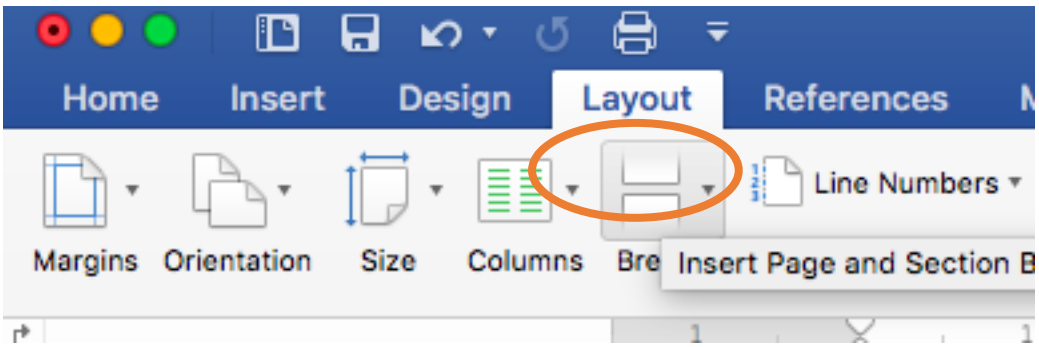
PAGINATION FOR THE DISSERTATION

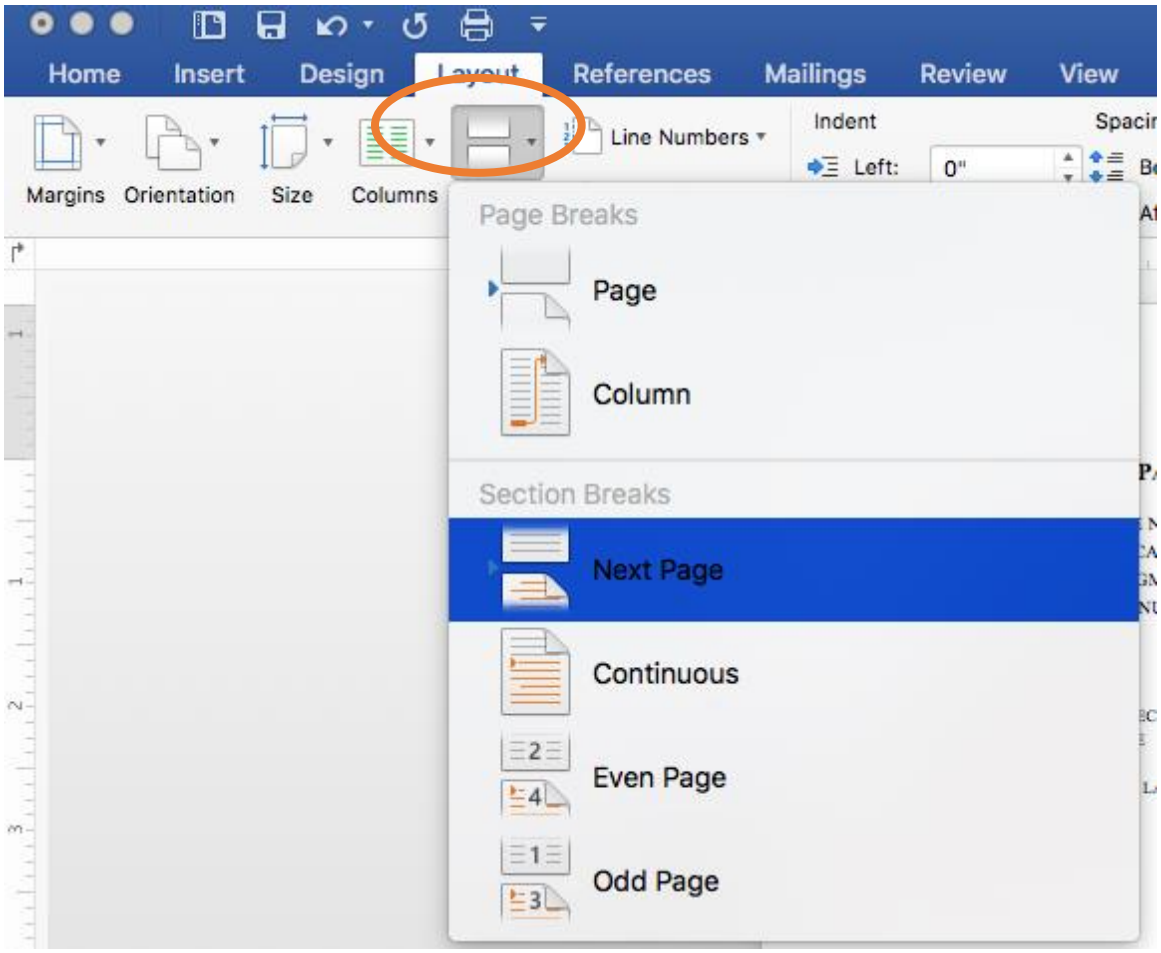
SECTION 1: NO PAGE NUMBERS (PAGES COUNTED BUT NUMBER IS SUPPRESSED) – PAGES UNTIL ACKNOWLEDGMENTS OR TABLE OF CONTENTS
SECTION 2: LOWER CASE ROMAN NUMERALS – PAGES FROM ACKNOWLEDGMENTS OR TABLE OF CONTENTS IF ACKNOWLEDGMENTS NOT USED UNTIL THE INTRODUCTION CHAPTER.
SECTION 3: ARABIC NUMERALS

STEP 1:

GO THE LAST PAGE IN SECTION 1 (ABSTRACT PAGE) AND CHOOSE LAYOUT →BREAKS→NEXT PAGE

DO THE SAME WITH THE LAST PAGE ON SECTION 2 (LIST OF FIGURES OR LIST OF ABBREVIATIONS)

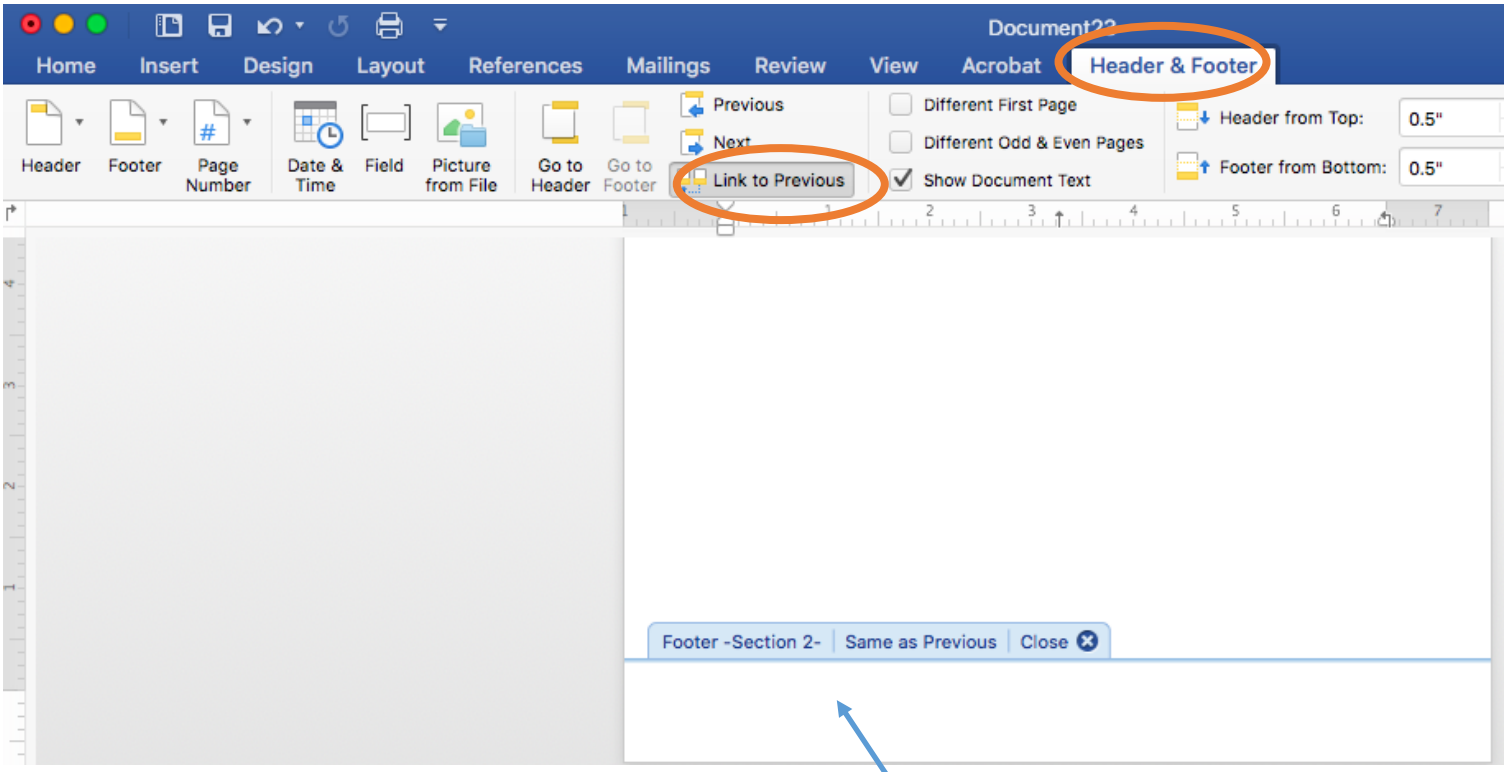



Home
Insert
Design
Layout
References
Mailings
Review
View
Margins
Orientation
Size
Columns
Line Numbers
Indent
Left:
0"
Page Breaks
Page
Column
Section Breaks
Next Page
Continuous
Even Page
Odd Page

STEP 2:

GO TO THE FIRST PAGE ON SECTION 3 – INTRODUCTION

CLICK ON THE FOOTER. ON THE HEADER AND FOOTER RIBBON TAB THAT APPEARS ON THE MENU, LINK TO PREVIOUS WILL BE HIGHLIGHTED, CLICK ON IT TO UN-LINK. DO THE SAME FOR THE HEADER IN THAT PAGE.
REPEAT STEP 2 FOR THE LAST PAGE ON SECTION 2 (WITH ROMAN NUMERALS).

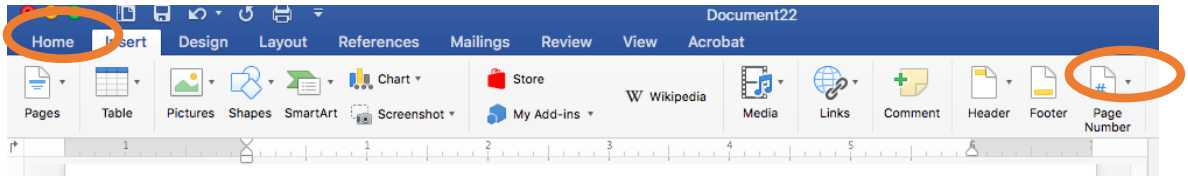


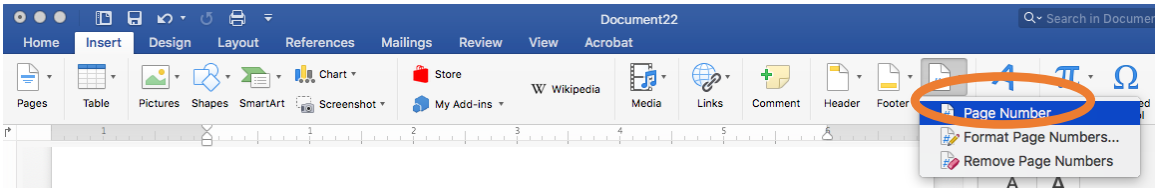
CLICK ON FOOTER

STEP 3:

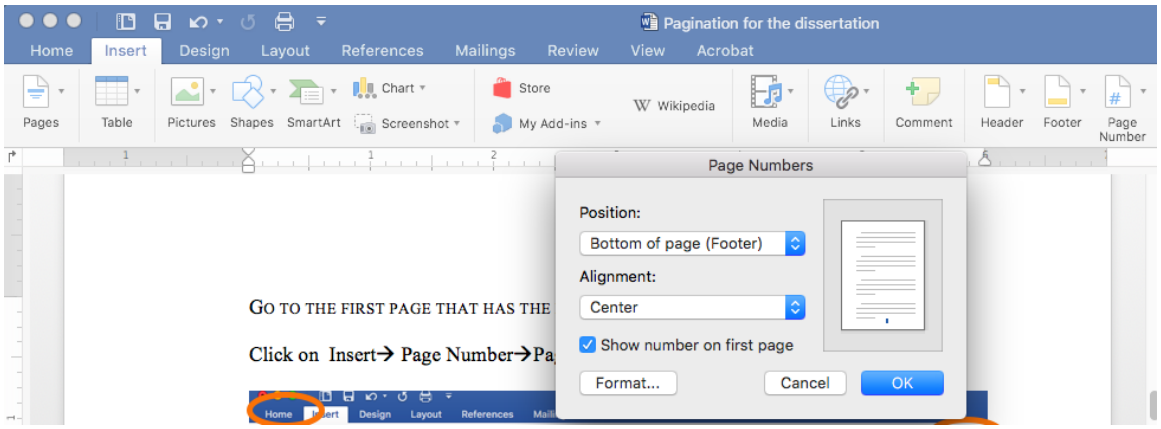
GO TO THE FIRST PAGE THAT HAS THE ROMAN NUMBER PAGINATION.

Click on Insert→ Page Number→Page Number

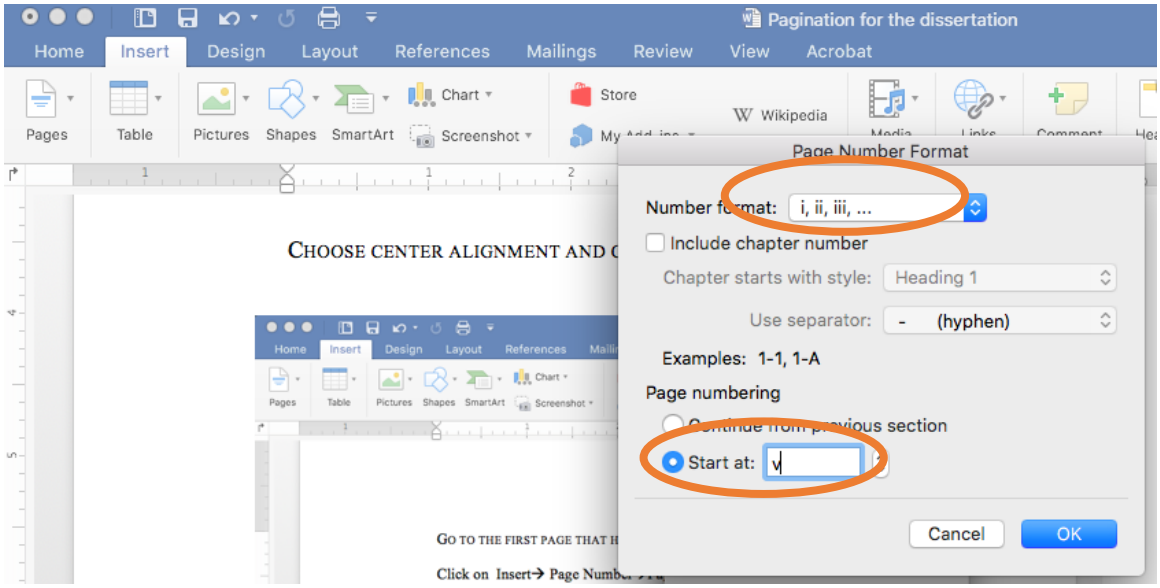
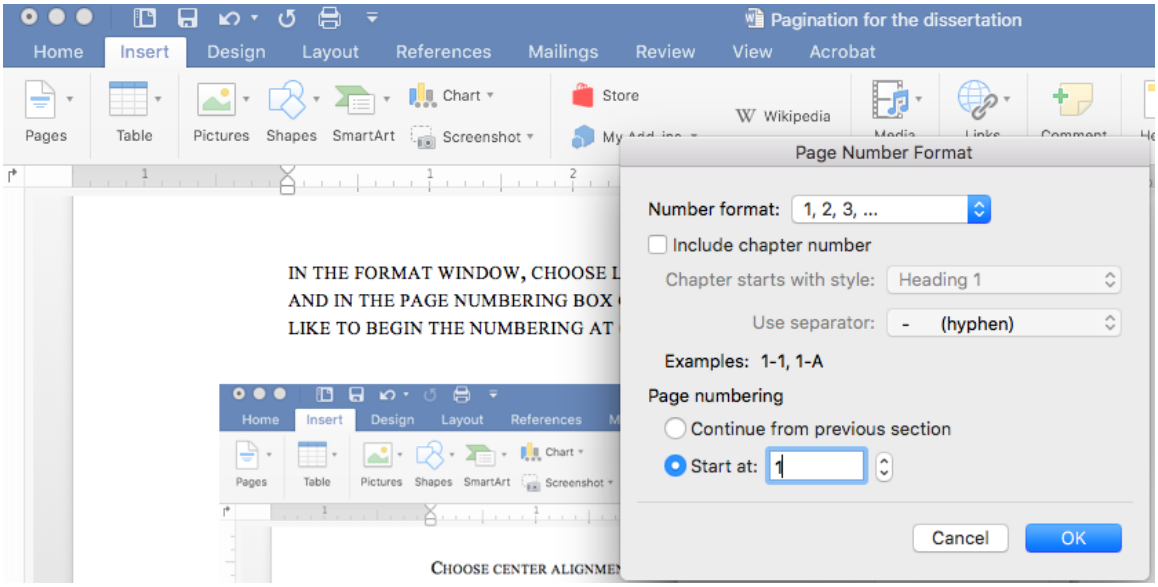




CHOOSE CENTER ALIGNMENT AND CLICK ON THE FORMAT BUTTON AT THE BOTTOM



IN THE FORMAT WINDOW, CHOOSE LOWER CASE ROMAN NUMERALS FOR **NUMBER FORMAT** AND IN THE PAGE NUMBERING BOX CHOOSE START AT AND ENTER THE NUMBER YOU WOULD LIKE TO BEGIN THE NUMBERING AT (IT'S USUALLY FIVE)



REPEAT STEP 3 FOR THE PAGES STARTING WITH ARABIC NUMERALS. IN THE FORMAT WINDOW, CHOOSE ARABIC NUMERALS FOR **NUMBER FORMAT** AND IN THE PAGE NUMBERING BOX CHOOSE START AT AND ENTER 1.