

## **How to Insert and Format Page Numbers in your Document**

*This list of instructions corresponds with the video on the Office of Graduate Studies website called, "Page Number Tutorial, Part 1: Inserting and Formatting Page Numbers."*

### I. Inserting page numbers

1. Click the "Insert" tab.
2. Click "Page Number."
3. Select "Bottom of Page."
4. Choose "Plain Number 2."
5. The page numbers will be inserted automatically.

### II. Changing the font and type size

1. Double-click in the Page Footer.
  - a. This makes the Footer section appear.
  - b. Also, notice that the "Header and Footer Tools" design tab appears, which was not there before.
2. Select the page number.
3. Here you have two options...
  - a. Right-click and use the text formatting box that appears,  
- or -
  - b. Navigate to the "Home" tab and use the "Font" section to format the page numbers.
4. Remember: your font should be Arial, 12-point type.

### III. Changing the type of numerals used

1. Click the "Insert" tab.
2. Click "Page Number."
3. Choose "Format Page Numbers."
4. Under "Number Format," choose the type of numeral you want.

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- a. At CSUSB, only Roman and Arabic numerals will be used, but there are more options available as well.
- 5. Remember:
  - a. Your document's pre-text pages should use lowercase Roman numerals (*i, ii, iii...*).
  - b. Your document text pages should use Arabic numerals (*1, 2, 3...*).

**To learn more, watch our video tutorials on the Grad Studies website.**

**Contact the Office of Graduate Studies for further assistance: (909) 537-5058.**