

How to Use Section Breaks to Format the 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 2: Using Section Breaks."

I. Creating non-numbered pages at the beginning of your document

1. Make sure "show formatting mode" is activated, by clicking the paragraph sign (¶) under the "Home" tab.
2. Navigate to the last page that you do not want to be numbered: the Copyright Page.
3. If there is already a Page Break there, delete it, then replace it with a Section Break.

Insert a Section Break by...

- a. Selecting the "Page Layout" tab,
 - b. Clicking "Breaks," and,
 - c. Choosing "Next Page."
4. Navigate to the next page, where you want the page numbering to begin.
 5. Double-click in the footer area, highlight the page number, and de-select "Link to previous" at the top.
 6. Then, return to the Copyright Page.
 7. Highlight the page number and delete it.
 8. This will remove the page numbers before the Section Break, while the rest of the document after the Section Break will remain numbered.

If the pagination begins on a number other than the one you want, or is the wrong type of numeral...

9. Highlight the page number, click the "Insert" tab, click "Page Number," and choose "Format Page Numbers."
10. In the pop-up box, choose Roman numerals under the "Number format" menu.
11. Then under "Page numbering," use the "Start At" tool to determine which page number the pagination will begin at.

12. The Abstract Page should be numbered Roman numeral three (iii).

II. Changing between different types of numerals

Note: Remember that the Abstract should be Roman numeral three (iii) and Chapter One should begin on Arabic numeral one (1). To do this, insert a Section Break to *divide the two types of numerals*.

1. Insert a Section Break at the end of the last page that you want to use Roman numerals.
 - a. If there is already a Page Break there, delete it and replace it with a Section Break.
2. Navigate to the next page, the page where you want the Arabic numerals to begin. This will be the first page of Chapter One.
3. Highlight the page number, then under the pop-up “Header and Footer Tools” tab, de-select “Link to previous.”
4. Then click the “Insert” tab and click “Page Number.”
5. Choose “Format Page Numbers.”
6. Under “Number format,” choose Arabic numerals.
7. Then use the “Start At” tool determine that the pagination begins on page one (1).
8. By doing this, all numbers before the Section Break remain Roman numerals, and all numbers after the Section Break become Arabic numerals.

III. Inserting a non-numbered page between numbered pages

Note: For this example, it will be explained how to insert a Dedication Page (not numbered) between the Abstract Page (Roman numeral three (iii)) and Table of Contents Page (Roman numeral four (iv)).

1. Click at the end of your Abstract Page, select the “Insert” tab, and click “Blank page.” This will be the Dedication Page.

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2. At this point, there will be a page number on the Dedication Page. This is the page number that will be deleted.
3. Insert two Section Breaks to partition off the Dedication page...
 - a. Insert the first Section Break at the end of the Abstract Page. If there is already a Page Break there, delete it and replace it with a Section Break.
 - b. Insert the second Section Break at the end of the Dedication Page. Again, if there is already a Page Break there, delete it and replace it with a Section Break.
4. Next, double-click in the Footer section of the Dedication page.
5. Highlight the page number and de-select “Link to previous” at the top of the page.
6. Then scroll down to the *next* page and do the same: select the page number and de-select “Link to previous.”
7. Now you can delete the page number on the Dedication page. When this page number is deleted, the surrounding page numbers will not be affected.
8. If the pagination begins on the wrong number, follow the instructions in steps 9 thru 12 in section I above.

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

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