

Formatting Resources for Microsoft Word

The online resources listed below provide answers to many common questions about the mechanics of formatting in Microsoft Word. For more information on the university's thesis, project and dissertation format, please see *A Guide to Thesis, Project, and Dissertation Formatting* available online.

Fixing Pagination

- [Change page numbering format](#) within the document (Roman numerals to Arabic).
- [Skip page numbers](#) (start page numbering on the abstract page).

Creating Headings using Styles

Using Styles to format headings and text will help make formatting easier and make your document more accessible/ADA compliant:

- Creating and [Customizing Styles](#).

Creating and Updating the Table of Contents

- Create and customize [a table of contents](#) that updates automatically.