CSUSB Office of Graduate Studies

How to Format the Page Numbers in Your Thesis, Project, or Dissertation – for Mac!

This step-by-step guide will teach you how to format page numbers in your document using Microsoft Word on a Macintosh computer. The format described follows the CSUSB Graduate Studies guidelines for a thesis, project, or dissertation.

## Blank Pages, Roman Numerals, and Arabic Numerals: How to Make the Switch

Before you can format your page numbers, you need to ensure that you are using section breaks – not page breaks – between sections.

Section breaks allow you to apply different formatting and page numbering to different sections of your document. Page breaks are used to start a new page.
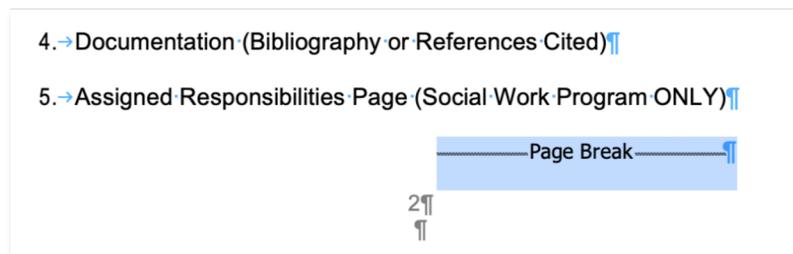
If you are already using section breaks in your manuscript you can skip to step 3.

1) **To remove a regular page break and replace it with section break:**

   a. Click and place your cursor to the left of the page break you wish to remove
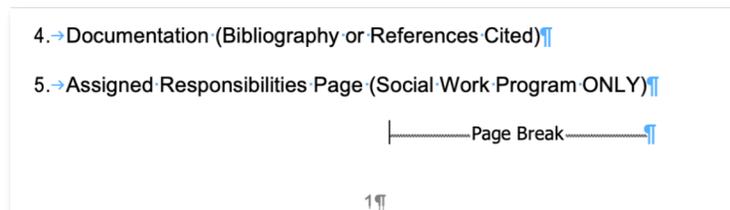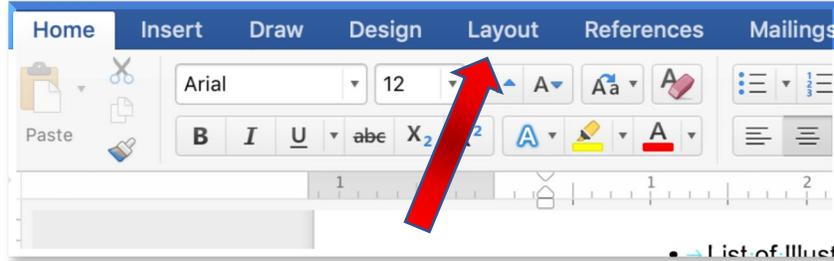

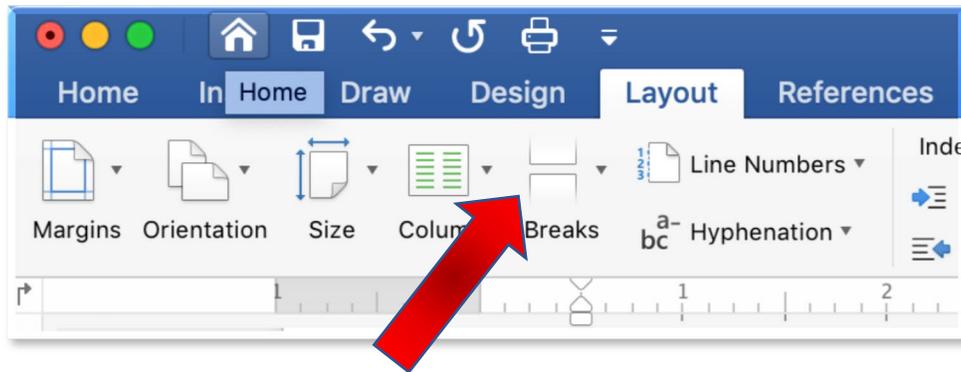   b. Click <shift + right arrow> to highlight the page break

   c. Tap the <delete> button

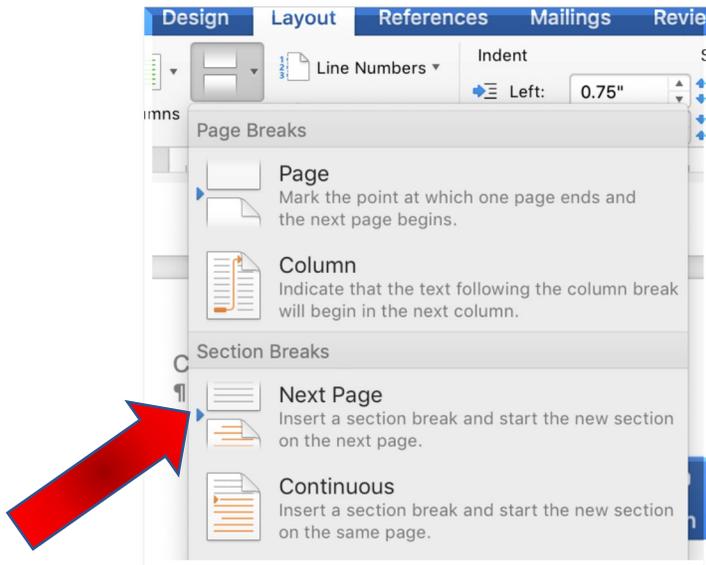**2) To insert the section break, leave your cursor where it is and:**

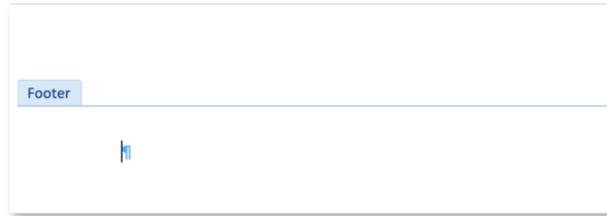   a. Click <Layout>

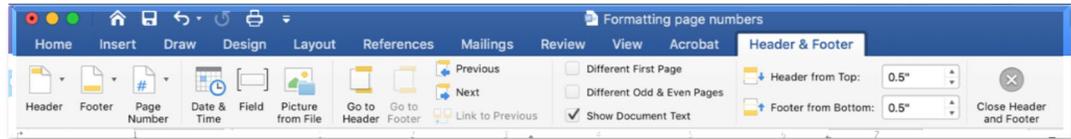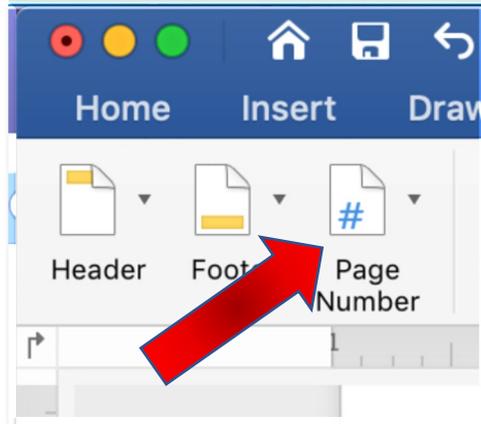   b. Click <Breaks>

    c. Click <Next Page>

3) **To format your page number, double click near the bottom of the page**
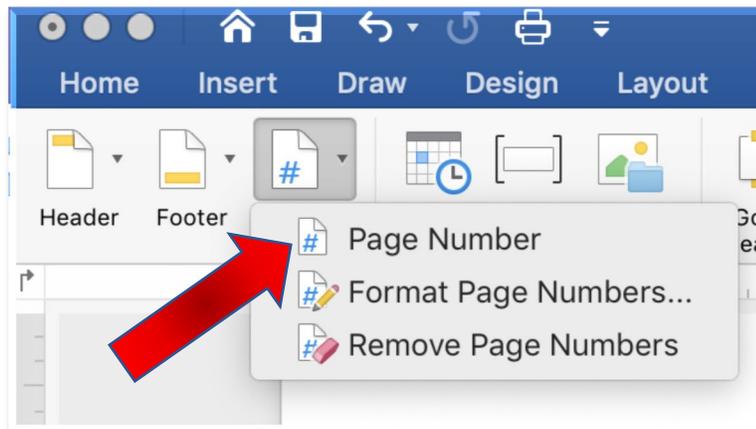

a. This will open the footer area and the header and footer ribbon:
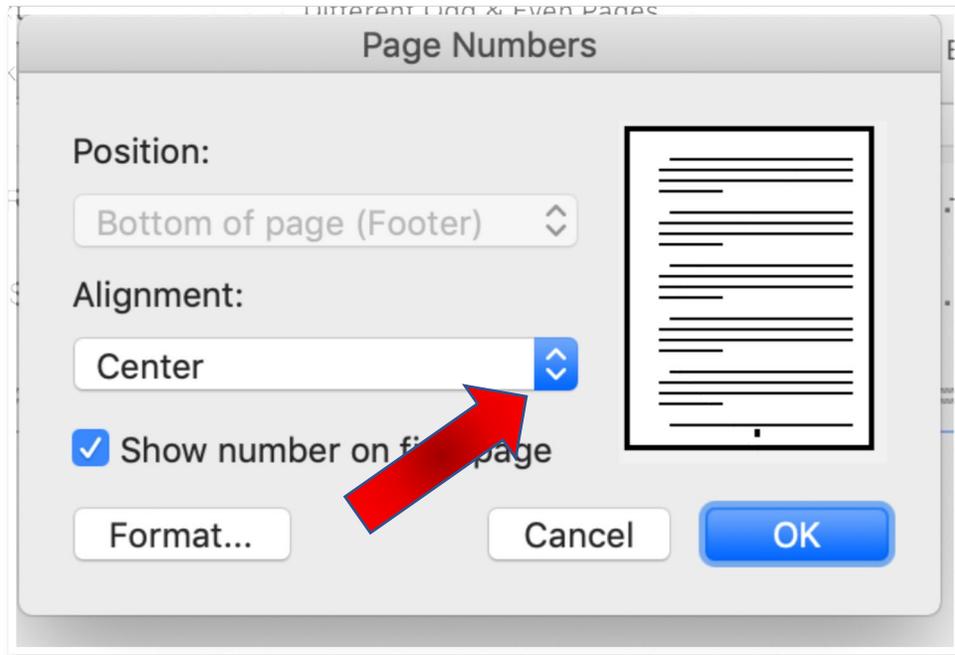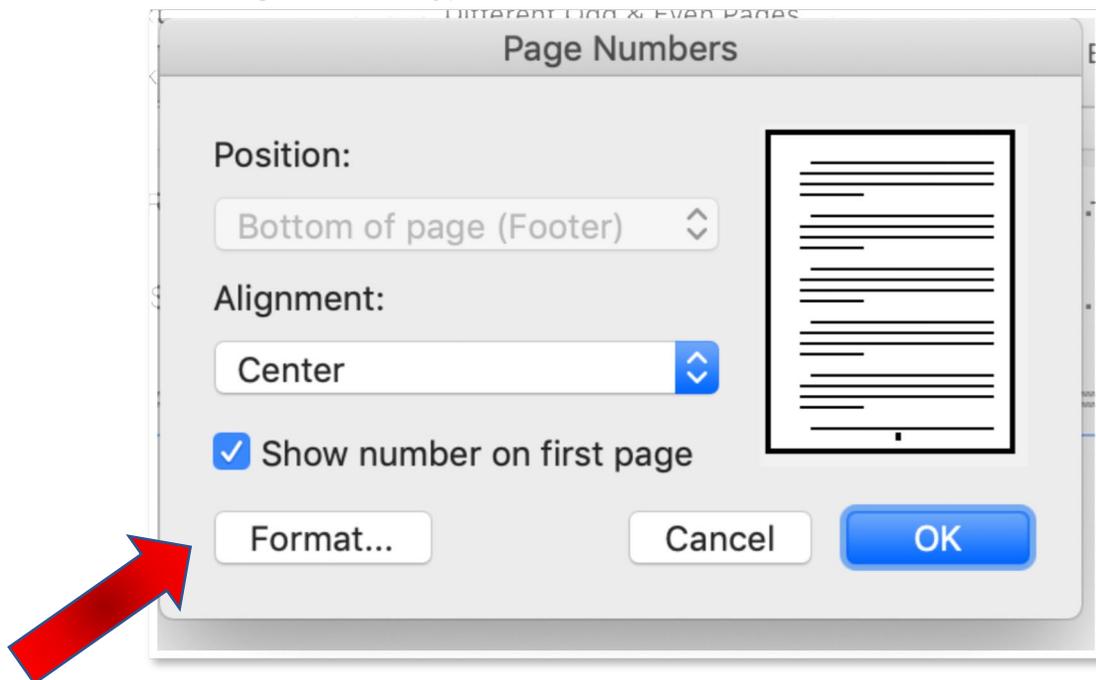

b. Click <Page Number>

c. Click <Page Number>

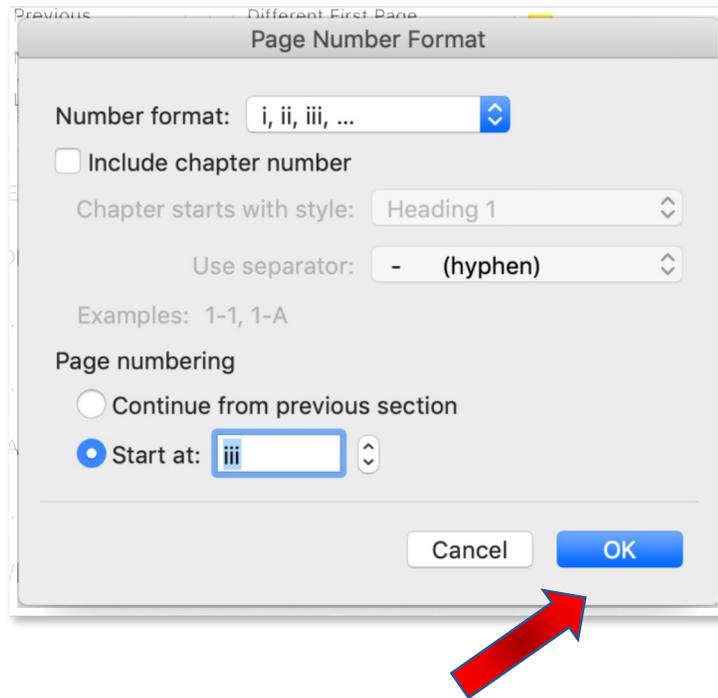d. Under "Alignment:" select "Center"

e. To change numeral type, click <Format>

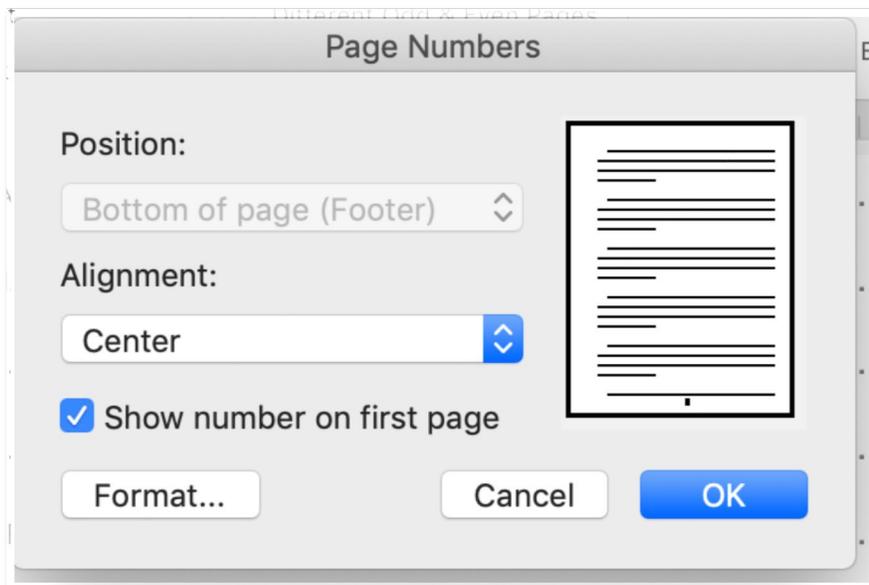f. Under "Number Format" select the numeral type needed (i.e. i, ii, iii or 1,2,3 for your manuscript)

g. Select what number you would like to start from.
For example: if you are starting on the abstract, you will start at "iii"
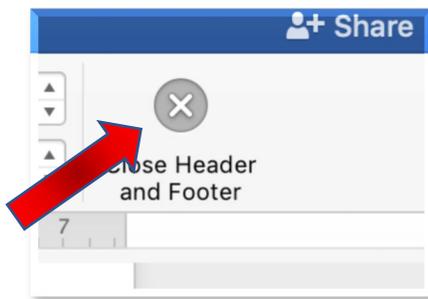
h. Click <OK>

i. Click <OK> again

j. Click <Close Header and Footer> in the upper right-hand corner

Congratulations! You learned how to insert section breaks and format your page numbers. Use the same process to switch to Arabic numerals in the body of the work: chapter one should begin on page 1. Continue numbering consecutively to the end of your document.

We hope you found this tutorial helpful!

For further assistance, please contact the Office of Graduate Studies: (909) 537-5058 or gradstud@csusb.edu