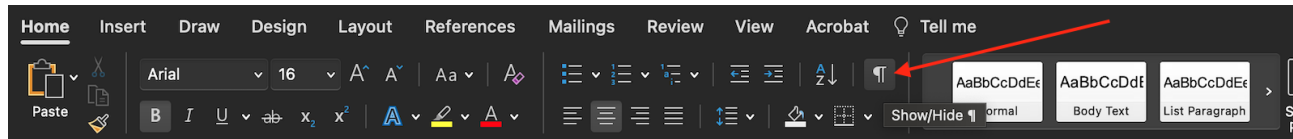
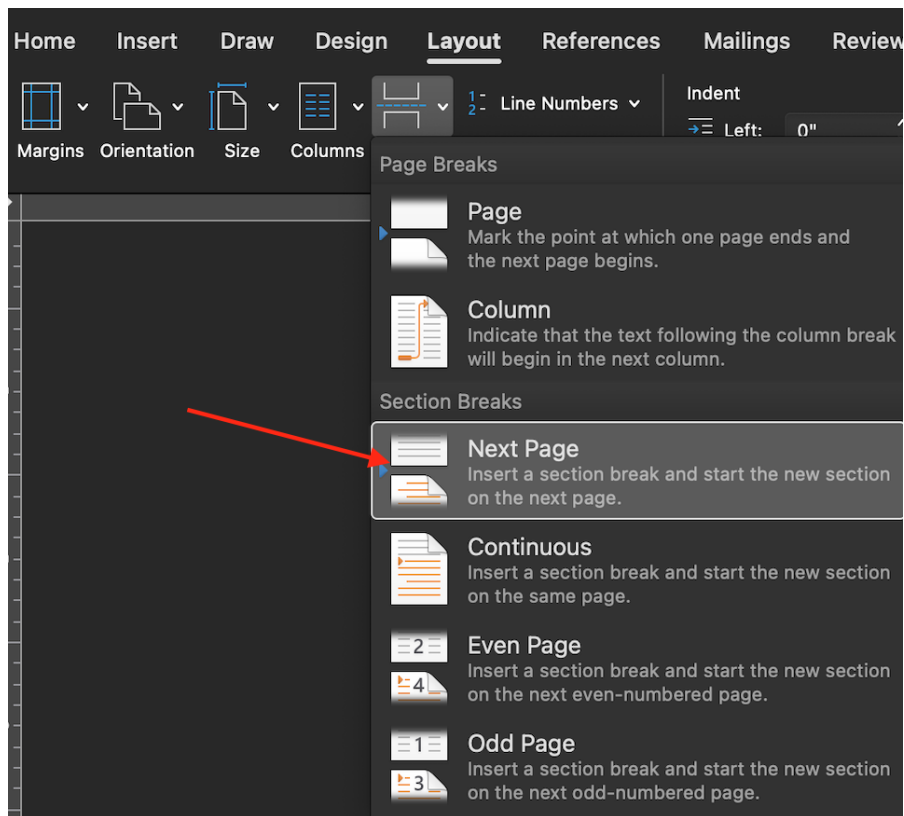


Formatting Page Numbers on your ETD

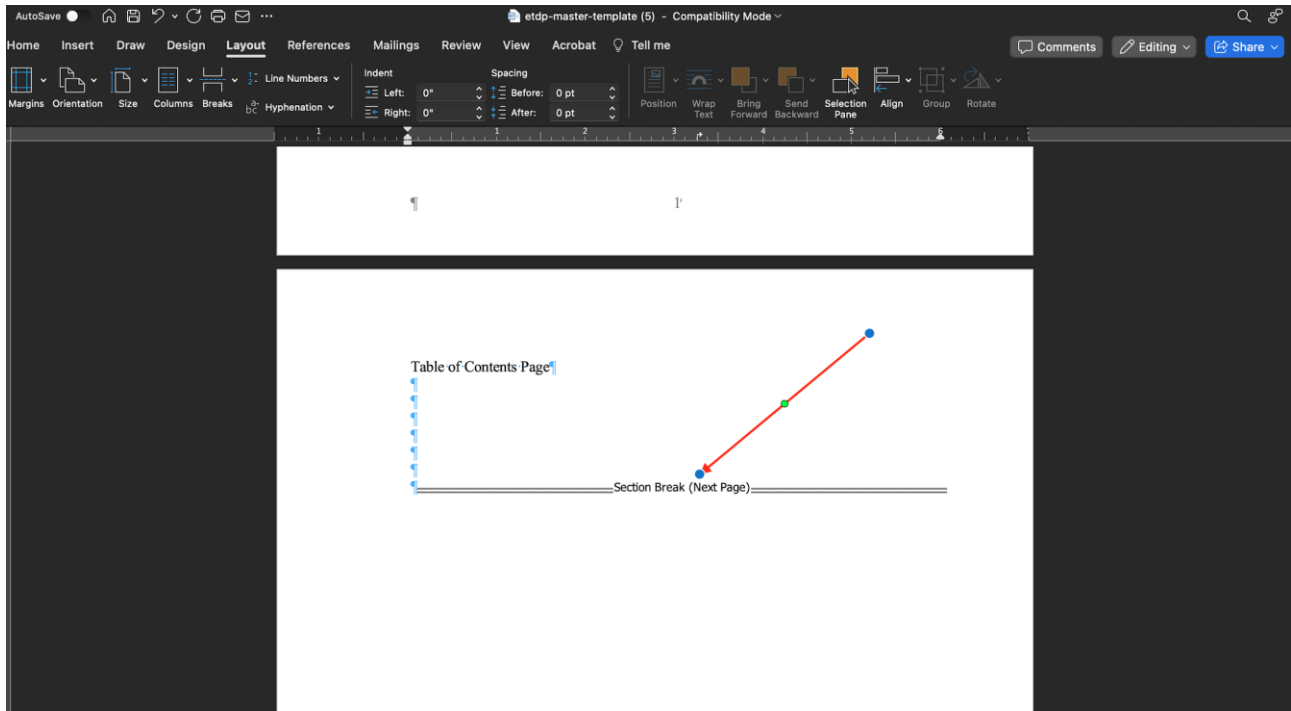
Step 1: You want to click the “show/hide formatting marks” button so you can see where your section breaks, etc. are.



Step 2: Click near the bottom of the last of your preliminary pages (the pages that need roman numerals before the body of your paper). Then insert a “next page section break”.



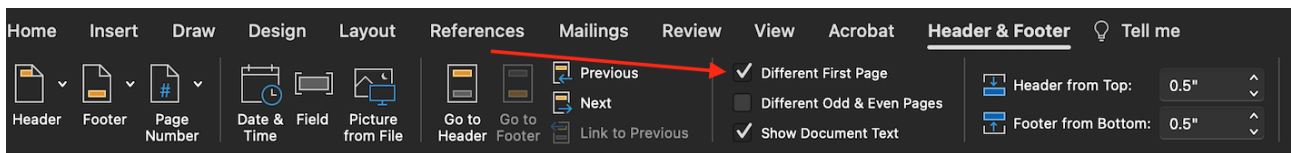
You will then see the section break.



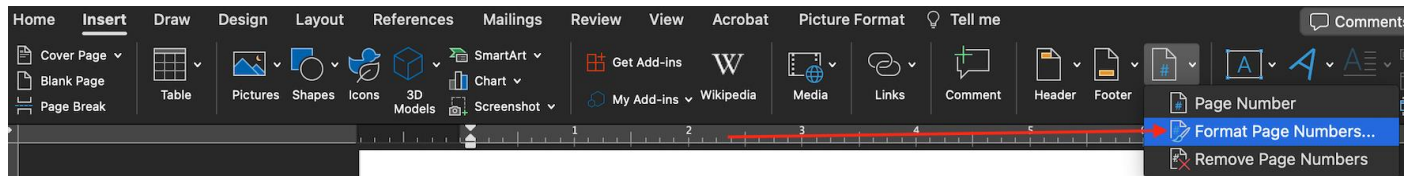
Step 3: Click on your title page and insert page numbers (you can position them where you would like)



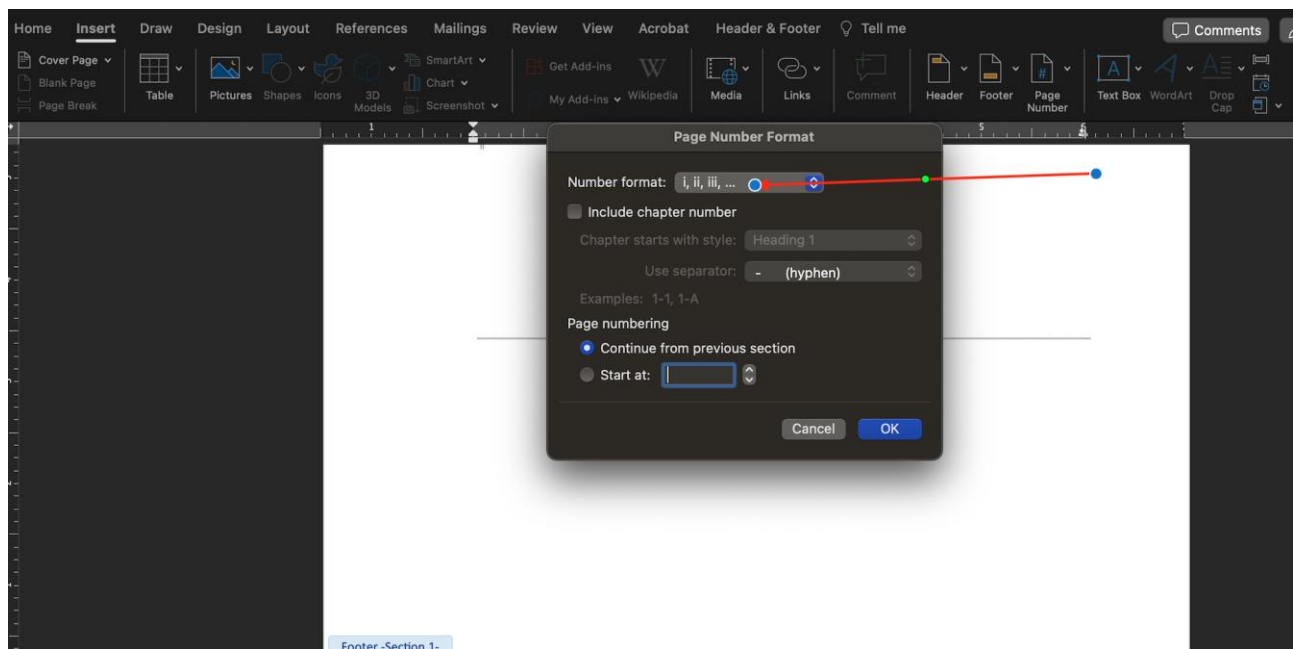
Then make sure you check different first page before clicking out of the footer/header.



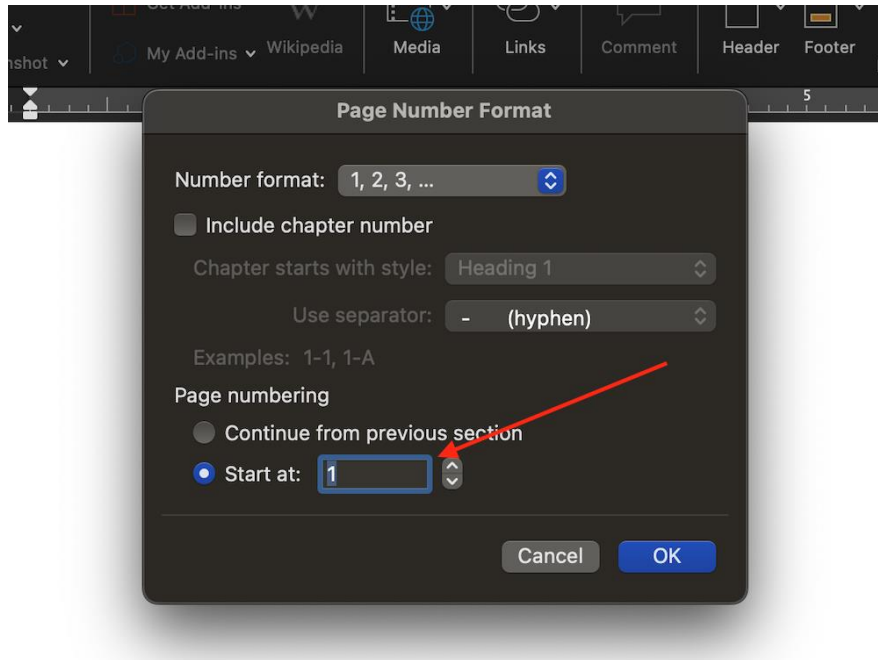
Then click format page numbers



Select the lower-case roman numerals for your number format. You will then see the roman numerals starting with ii on your second page and no number on the title page.



Step 4: Click near the bottom of the first page of the body of your paper. You should see an Arabic numeral. It needs to be 1. If it is not, click format page numbers again.



Keep the number format Arabic but click the “Start at” radio button and pick 1. Your page numbers will then be correct.