



# Debugging or Setting up Differential Page Numbering in MSWord

## Table of Contents

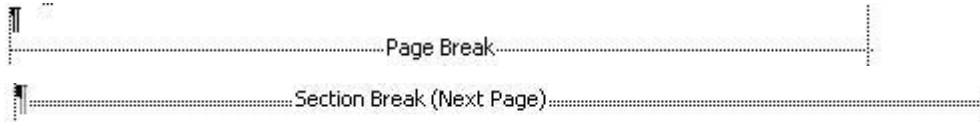
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## SFU Requirements: Page numbers in small Roman numerals and Arabic numbers

- Setting up differential page numbering within one document in MSWord is definitely NOT user-friendly.
- However, it is a requirement for SFU theses/projects/essays to have different style page numbering in preliminary pages from those in the main body of your work.
  - Why? Because the most common errors in requirements take place in preliminary pages, often requiring a page added or deleted.
  - Having the page numbering for the main body start again at “1” protects you from having to reprint the entire work to correct a one page error in the preliminary pages.
- Meeting this requirement is not easy. It will take a bit of concentrated work, and regular checking to prevent MSWord from automatically revising your settings.
- Summary of page numbering requirements:
  - No page number on the title page, even though this is page "i"
  - Beginning at the Approval page, small Roman numerals starting at "ii"
  - All the preliminary pages in small Roman numerals
  - Beginning with the first page of the main text body, Arabic numbers starting at page "1"
  - All following pages with Arabic numbers in sequential order right to the end.
  - No change of numbering for appendices. These pages are in straight sequence with the main body right to the last page of the document.
  - No blank pages
- First, to get all of the above correct, you need to be able to see those non-printing formatting marks that are so annoying when you are writing, such as the ¶ at the end of paragraphs and the page break and section break lines.



- Can you see them in your document?
  - If you cannot see them, you need to turn on the “Show All” (or “Show/Hide”) button:
  - If this symbol is not visible on your menu bar (the Home menu in MSWord 07), go to Tools/Options/ (MSWord 07: Office icon/Word Options/Display) (Macs: Word/Preferences) to find where to turn these non-printing symbols on.





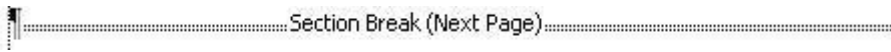
- You need to be able to see what you are doing, in order to make sure you have just one section break, and no extra breaks, extra page breaks nor paragraph marks (paragraph indicators without text in them) causing blank pages where you do not want them.

### Steps for getting this right

#### 1. Getting the section breaks in place

- Check first** to see if you already have a section break in place just before the "Approval" heading in the preliminary pages and the first chapter/introduction heading in the main body.

**Don't use a page break!** 

**Use a section break:** 

- If you already have one section break there, then skip to Step 2.
- If you have more than one, delete the extra(s).
- If not, then you need a section break between the preliminary pages and the main body pages.

#### How:

- Click right in front of the text in your first heading of the first chapter.
  - Do not click in front of the automatic number, if you are using those, but after that, and just in front of the first letter of the heading text.
  - Then use Insert/break/section break / (MSWord 2007: Page Layout/Breaks/section breaks)
  - Select: "next page section break"
  - Okay.
- You should also insert a section break after the title page, right in front of the Approval page heading. This will help prevent MSWord from accidentally inserting a page number on the title page.

#### 2. Glitch-proofing the headers and footers created by inserting section breaks

- Go to View/headers and footers (MSWord 2007: Insert/ Choose either Header or Footer, then at the bottom of that menu, click "Edit header [or footer].)
  - You will see a menu bar where you can see the button to turn off "Link to previous" (MSWord 2007: see the "Navigation" group). Click this "Link to previous button so that the "Same as Previous" wording on the header (or footer) disappears.
  - Do this in every section and to both headers and footers. You will see the navigation buttons for switching between headers and footers and between sections, so you can travel through all the sections in your document turning off "Same as previous" both top and bottom.
  - Getting rid of "Same as previous" isolates the sections from each other, and reduces the risk of MSWord applying these page number configurations on other sections without your consent.
  - This will also stop MSWord (in theory- 98% of the time) from flipping over to "same as previous", meaning the number sequential from the last Roman numeral page.

#### 3. Page number location

- At this time, you can also inspect your page numbering locations to ensure they are in the same location in all sections, and that you do not have page numbers both top and bottom.
  - In some theses, produced in LaTeX, page numbers appear at the bottom on chapter first pages, and at the top in following pages. This is both acceptable and attractive. However, in MSWord, it is technologically difficult to do, requiring much manual labour, and not worth the investment of time and labour.
- Available choices:
  - Bottom is preferable especially if you have landscaped pages. This will save having to move top numbers to the bottom manually on these pages.



- Bottom centered
- Bottom right
- Top right is always acceptable, especially following running heads
  - Alternately, the page number may be at the bottom, while the running head may be at the top without the page number.
- Never useful for the reader due to poor visibility: Bottom left-aligned, top left aligned or top centered.

#### 4. Configuring the page numbers

- Now you are ready to configure the page numbers in each of the sections.
  - Stay in view/header and footer.** (MSWord 2007: Insert/ Footer, then at the bottom of that menu, click "Edit footer" (or header if using top right page numbering).
  - Go to the first section footer, i.e. the title page. Delete any page number there.
  - Go to the next section, which starts with the approval page. Use Insert/page number and format to select the small Roman numeral and "start at "ii", i.e. two in small roman numerals.
  - Go to the next section, which should be the first page of your main body, and use insert/page number and configure for Arabic numbers, and "**start at 1**"
- If you have additional sections, go to the next and the next.
  - On all these sections following page 1, you use insert/page number to configure the number for "**continuous from previous section**".

#### 5. Re-checking

- It is useful to be "paranoid" about checking your page-numbering set-up: You can check that your choices have worked correctly by clicking the left arrow button on the view/header and footer menu bar. This will take you back to the last page of the previous section.
  - The number should, of course, be one less than the first page of the following section. Toggle those arrow buttons to check each section.

#### 6. Other related glitches

##### Duplicate page numbers

- Always check both header and footer of each section to ensure you **do not have page numbers both top and bottom.**

##### Unwanted space in headers and footers

- Also delete any extra paragraph (enter) marks in headers and footers, as these can disrupt the total depth of margin already configured for the header or foot, and also reduce the space needed between the page number and the edge of the paper.
- Then you can close the headers/footers, and go to your Table of Contents to update it; then, of course, update the Lists of Figures and List of Tables.

##### Blank pages

- To check for blank pages, change the "zoom" view to 10% view, or on a small screen, 25%. This allows you to scroll through your document checking for any blank pages.
- If you see a blank page, click on it to go to it; then increase the zoom to whole page or 100% to check for any extra, empty paragraph marks, page breaks or section breaks that are not needed. Delete them.

#### 7. Final check

- Update the Table of Contents and the Lists of Figures/Tables to inspect page numbering there.
  - Okay? Be sure to check each time you update your Table of Contents.
- If not, do this all over again. If you want to start entirely from fresh, delete all page numbers from all sections and start all over from the beginning. ■