

## HOW TO PAGE A DOCUMENT IN MICROSOFT WORD

### 1– PAGING A WHOLE DOCUMENT FROM 1 TO ...Z (Including the first page)

#### 1.1 – Arabic Numbers

- (a) Click the “Insert” tab.
- (b) Go to the “Header & Footer” Section and click on “Page Number” drop down menu
- (c) Choose the location on the page where you want the page to appear (i.e. top page, bottom page, etc.)
- (d) Once you have clicked on the “box” of your preference, the pages will be inserted automatically on each page, starting from page 1 on.

#### 1.2 – Other Formats (Romans, letters, etc)

- (a) Repeat steps (a) to (c) from 1.1 above
- (b) At the “Header & Footer” Section, click on “Page Number” drop down menu.
- (c) Choose... “Format Page Numbers”
- (d) At the top of the box, “Number format”, click the drop down menu and choose your preference (i, ii, iii; OR a, b, c, OR A, B, C,...and etc.) and click OK.
- (e) You can also set it to start with any of the intermediate numbers if you want at the “Page Numbering”, “Start at” option within that box.

### 2 – TITLE PAGE WITHOUT A PAGE NUMBER.....

#### **Option A** – ...And second page being page number 2

- (a) Click the “Insert” tab.
- (b) Go to the “Header & Footer” Section and click on “Page Number” drop down menu
- (c) Choose the location on the page where you want the page to appear (i.e. top page, bottom page, etc.)
- (d) Once you have clicked on the “box” of your preference, the pages will be inserted automatically on each page, starting from page 1 on.

(e) At the “Options” Section, under the “Design Tab”, click on “Different First Page”. This will eliminate the page number (number 1) on the cover/title page but will allow the second page to be the number 2 page, and so on.

**Option B – ...and Second page being page number 1**

Option B - ...and Second page being page number 1

After you are done typing:

- (a) Click on “Insert” Tab.
- (b) At the “Header & Footer” Section, click on the “Page Number” drop down window (arrow).
- (c) Click on the “Format Page Numbers” option.
- (d) Mark the “Start at” and choose “zero” (0)
- (e) At the “Header & Footer” Section, click on the “Page Number” drop down window again (arrow).
- (f) Choose where you want the page numbers to appear on the pages of your document (i.e. Top of Page; Bottom of page, etc.)
- (g) At the “Options” Section, click on the first option, “Different First Page”.

The Title page should have no page numbers and the next page will be page number 1.

**Option C – Title page without a page number and Second page, and/or Table of Contents, and /or Other pages being paged with Roman numbers.**

- (a) Click on “Insert” Tab.
- (b) At the “Header & Footer” Section, click on the “Page Number” drop down window (arrow)
- (c) Choose where you would like to place the page number in the document (i.e. top page, bottom page, etc.
- (d) Click on the example given  
(The page numbers will appear on the document)
- (e) Click on the “Insert” Tab.
- (f) At the “Header & Footer” Section, click on the “Page Number” drop down window (arrow)
- (g) Click on the “Format Page Numbers” option

- (g) Inside the box, choose the “i, ii, iii” option at “Number Format” (drop down arrow).
- (h) Also at the bottom of the box, at “Start at”, choose “i”.
- (i) Set the cursor at the end of the first page (cover page)
- (j) Go the Tab “Page Layout”
- (k) At the “Page Set UP” Section, click on the “Breaks” drop down window (arrow)
- (l) Choose the “Next Page” option
- (m) Place the cursor on the first page of the document (cover page)
- (n) Click on the “Insert” Tab
- (o) In the “Header & Footer” Section, click on the “Header” or “Footer” whichever you choose drop down window (arrow)
- (p) At the bottom of the page, click on the “Edit Header” or “Edit Footer” Section, whichever you choose option.
- (q) Mark the option “Different First Page”.

All of the pages, from here on (starting at the second page) will be paged, in this case, with roman numbers. The second page of the document will be page number “i”, the third page will be page number “ii”, the fourth page of the document will be page number “iii” and so forth.

### **3 – THE INTRODUCTION PAGE ... (AFTER PREVIOUS PAGE(S) BEING IN ROMAN NUMBERS)**

#### **Option A – ...Being Number 1 in Arabic and so on**

*Attention:* In order to follow these instructions, the previous pages need to be already set as you desire.

- (a) Place the cursor at the bottom of the page before the page you’d like to number in Arabic.
- (b) Click on the tab “Page Layout
- (c) At the “Page Setup” Section, click on “Breaks” – drop down menu
- (d) Click on “Next Page” – A new Section will be created
- (e) Click the cursor on the INTRODUCTION page (The cursor will be blinking there already)
- (f) Click on the “Insert” Tab
- (g) Click on the “Page Number” drop down arrow at the “Header & Footer” Section

- (h) Click on the “Format Page Numbers” option
- (i) Choose, at the “Number Format” at the top of the box, the Arabic numbers style (1,2,3...)
- (k) Click the “Start at” option at the bottom and choose the number 1 from the drop down blue arrow.
- (l) Click Okay.

**Option B – ...Being Number 1 in Arabic but NOT displaying it. Display page number 2 in the following page and so on.**

- (a) Follow Steps (a) to (k) from Option A
- (b) Click on the Insert Tab
- (c) At the “Header & Footer” Section, click on the “Header” drop down window (arrow)
- (d) At the bottom, click on the “Edit Header” or “Footer” whichever is your choice.
- (e) At the “Options” Section, click on the “Different First Page” option.

This procedure will remove the number “1” from the first page of the Introduction and it will display the number 2 on the second page of the Introduction, and so forth.

**4 – Creating a Cover Page After the Document is Ready and Paged**

- (a) Move the document one page below leaving the “first” page totally blank. In this way, a new “first” page was added to the document. Note that this page is page number 1 now.
- (b) Type the Cover Page
- (c) Place the cursor at the end of the Cover Page
- (d) Click on the “Page Layout” Tab
- (e) At the “Page Set Up” Section, click on the “Breaks” drop down window (arrow)
- (f) Click on the “Next Page” option

At this point, a new Section of the document was created

- (g) Place the cursor on the second page, that is, the page after the cover page. You want to turn that page into page number 1.
- (h) Click on the “Insert” Tab.

- (i) At the "Header & Footer" Section, click on the "Page Number" drop down window/arrow
- (j) Click on the "Format Page Numbers" option
- (k) At the "Format Number" box, choose the option 1, 2, 3 (or I, ii, iii).
- (l) Click the "Start at" button and choose the number 1 (or i)
- (m) Place the cursor at the first page (Cover page)
- (n) Click the "Insert" Tab
- (o) At the "Header & Footer" Section, click on the "Header" drop down window/arrow
- (p) At the bottom of the page, click on the "Edit Header" option
- (q) At the "Options" Section, check the "Different First Page" option.

## TABLE OF CONTENTS IN WORD

In order to include or insert automatically a “Table of Contents” into your paper or document, simply start writing your paper as you would normally do.

It is important, however, to make a couple of decisions before hand:

- (1) Decide before hand the type and size of the font for each level of the headings. You might want each level to be different or you might want all of the headings to look the same.

Example: Heading Level 1 = EVERY WORD CAPITALIZED **and BOLDED**

Heading Level 2 = First Letters of Each Word Capitalized

Heading Level 3 = Only first letter of first word capitalized

Heading Level 4 = *Only first letter of first word capitalized in italics*

- (2) Decide how you want to number the Headings (Titles and sub-titles). Example: 1, 1.1, 1.1.1 and so on. Or 1, 1a, 1.a.1 and so on; Or I, I.1, I.1.1; Or A, A.a A.b and son on; Or A, A.1, A.2, A.2.1 and so on or any other numbering style.

Once the decision about the font style, font size and Heading level style is made, you are ready to begin.

## STEPS TO CREATE A TABLE OF CONTENTS

Once you have completed the digitization of your document making the decisions suggested above (Font style, size, and Heading style), follow the following easy steps:

- (1) Highlight the first Level 1 Heading on the document
- (2) At the “Home” tab, go to the “Styles” Section and click on the “Heading 1” bottom.
- (3) Repeat these steps for each heading, indicating its level at the “Styles” Section under the “Home” tab...that is, Heading 1 bottom, or Heading 2 or Heading 3 and so on.
- (4) Place the cursor at the beginning of the document
- (5) Click on the “References” tab

(6) At the “Table of Contents” Section under the “References” tab, click on the “Table of Contents” drop down arrow.

(7) Choose the preferred style

Automatically, the Table of Contents will be placed above the first page of the document.

#### To Change or edit the Pattern of the Headings

(1) At the “Home” tab, “Styles” Section, click the “Change Styles” drop down arrow.

(2) Chose the style/pattern you desire

Automatically, all of the Headings in the document will change according to the style chosen. However, the Table of Contents style will remain the same.

#### To Edit the Table of Contents

(1) DO NOT edit the table of contents directly.

(2) Make the necessary changes, (additions and deletions) directly on the document.

(3) To add a Heading to the Table of Contents, highlight the added heading on the document, and click on the correct “Heading” button ( e.i. Heading 1, or Heading 2, etc.) at the “Styles” Section from the “Home” Tab.

(4) At the “Reference” Tab, go to the “Table of Contents” Section, click on the “Table of Contents” drop down arrow, and choose “Insert Table of Contents” option at the bottom.

(5) To delete a Heading, simply delete it on the document.

(6) Repeat Step 4 above.

#### **ADDING LEVELS**

**It is possible to add levels by:**

- (1) Go to the “Reference” tab
- (2) Table of Contents drop down menu
- (3) “Insert Table of Contents” at the bottom of the box
- (4) At the left bottom side, change the levels at “show levels”.