

## How to insert page numbers into a Microsoft Word '97-2003 document according to Turabian©

### Turabian rules for page numbering:

All preliminary pages before the Table of Contents are counted but do not get numbered.

All preliminary pages from the Table of Contents up to the first page of the text receive lower case roman numerals at the bottom center of each page.

The first page of each chapter (chapter title page) of the text receives an arabic numeral at the bottom center of the page. The text of the paper begins with the first chapter, which is usually the Introduction.

The first page of the text begins with the number 1.

All other pages of the text receive an arabic numeral at the top right corner of the page.

### Before you begin:

These instructions assume a basic knowledge of Microsoft Word particularly the Header/Footer toolbar. If you are unfamiliar with the Header/Footer functions, it is strongly recommended that you take some time to peruse it. To do so, go to "View" and select Header/Footer. The Header/Footer toolbar will appear (either among your other toolbars or as a pop-up). Slowly move the cursor across the toolbar and examine each icon and their respective functions. Pay particular attention to the location of these functions as they are the ones you will be using: Insert Page Number, Format Page Number, Page Set Up, Link to Previous and Switch Between Header and Footer.

*These instructions should be followed **precisely**.* If you goof-up or get confused, it is easiest to simply start over from the beginning.

**Very important:** *If any preliminary pages (e.g. "front matter") contain a "page break", remove them and insert hard paragraphs (Enter) all the way to the end of each of these pages.*

**Also important:** *Start with absolutely no page numbering in the document.*

### Numbering the Front Matter (Preliminary Pages)

#### Step One:

- Put cursor on the Title page (Ctrl Home will get it there)
- Go to Insert
- Page Numbers
- Position: **Top of Page**
- Alignment: **Right**
- Don't Check "show number on first page"; then just below this
- select "Format"
- Number format: select "**i, ii, iii ...**"
- Page Numbering: **Continue from previous.**
- OK
- OK

[Lower case roman numerals will appear in the top right corner of every page, except the Title Page]

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### Step Two:

- Go to the top of Table of Contents page
- Cursor must be placed in front of the “Table of Contents” heading
- Select File
- Page set up
- Layout
- Section start: **New page**
- Headers and Footers: check “**Different first page**”
- Preview - Apply to: **This point forward**
- “OK”

[The page number will disappear from this page; but remain on all the others]

### Step Three:

- View
- Header/Footer (this toolbar should appear among your other toolbars)
- Select: **Switch between Header/Footer** (e.g. go to footer)
- Select: **Insert page number**
- Center alignment (Ctrl e)

[The page number in lower case roman numerals will appear at the bottom center of the TOC]

### Step Four:

- On this same page go back to Header
- Select “**Link to previous**” from the Header/Footer toolbar
- Switch to Footer on same page
- Select “**Link to previous**”

[“Same as previous” should disappear]

If there are no other preliminary pages after the Table of Contents go to Step Six. Otherwise, repeat Step Five below for **each and every** page that follows the first page of the Table of Contents up to but not including the first chapter of the actual text.

### Step Five:

- On each additional page put the cursor in the Header
- Select **Page set up**
- Layout
- Section start: **New page**
- Headers and footers: check “**Different first page**”
- Preview - Apply to: **This point forward**
- “OK”
- Select “**Link to previous**” from the Header/Footer toolbar
- Switch to Footer
- Select “**Link to Previous**”

[**Every page** beginning with the Table of Contents (TOC) should show lower case roman numerals at bottom center. Even multiple pages for each section (e.g. the TOC is three pages long, the Preface is two pages, etc.)

**Step Six:**

- Got to chapter one title page (probably the Introduction)
- Put cursor in Header
- Select "**Link to previous**"
- Switch between Header/Footer
- Select "**Link to previous**"
- Go to **Page Setup** (from header/footer toolbar)
- Layout
- Section start: **New page**
- Headers and footers: check "**Different first page**"
- Preview - Apply to: **This point forward**
- OK

[The page number will move to the bottom center of this page only]

**Step Seven:**

- Using header/footer toolbar select "**Format page number**"
- Number Format: change to arabic numerals (1, 2, 3 ...)
- Page numbering
- Start at: 1
- OK

[From this page forward roman numerals will be changed to arabic and start with the number one]

**Step Eight:**

- Go to the next chapter title page and put cursor in the header
- Go to **Page Setup** (from header/footer toolbar)
- Layout
- Section start: **New page**
- Headers and footers: check "**Different first page**"
- Preview
- Apply to: **This point forward**
- OK

**Step Nine:**

- Format page number (from header/footer toolbar)
- Page numbering
- Continue from previous

[The first page of each chapter should have the number bottom center. The rest of the pages in the text should have the number at the top right corner]

**Step Ten: Continue doing Step Eight for each chapter title page.**

**Step Eleven:**

- Go to the Title page - Footer
- Delete the page number
- Go to page ii - Header (may be copyright page, dedication or epigraph)
- Delete the page number

[All page numbers from the Title page up to the Table of Contents will have been deleted]  
Examine the rules listed above and make sure what you have done agrees with these instructions. For details see chapter one of the Turabian manual, 6<sup>th</sup> ed.

If you have problems, contact Miss T. at [jtillman@masters.edu](mailto:jtillman@masters.edu) or 661-362-2201.

## OPTIONAL

### Blank Pages

To insert blank pages when photocopying front-to-back\*, follow these instructions:

Put cursor on the last line of the preceding page

Insert

Break

Odd page

OK

\*This will ensure an odd numbered page is copied onto the recto (front of the leaf) rather than the verso (the back of the leaf). For instance Chicago manual suggests that chapter one (usually the Introduction) appear on the facing page (recto) but if chapter one is an evenly numbered paged, then when photocopying front-to-back, it will print on the verso. Because rectos are always odd numbered pages and versos are always even numbered pages inserting an "Odd page" break will force the first page of chapter one to be copied onto the recto.

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