

Instructions for Making the Perfect Document with those Perfect Turabian Page Numbers (Only for Word 2007)

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Before you start on your paper, you should read this section. In this paragraph, we will cover what exactly it means to use Turabian style page numbers. There are three basic sections with Turabian style page numbers.

The **First Section** consists of the title page and all of the pages that come before your Table of Contents page. Examples of this might be: a dedication page and a copyright information page. These pages are counted but do not themselves have page numbers on them.

The **Second Section** consists of all the pages from the Table of Contents up to the start of the first page of the first chapter, but not including the first page of the first chapter. Examples of these pages include: the table of contents, preface, author's note, etc. For this section, the page numbers will be lower-case Roman numerals. Furthermore, the page numbering continues where the **First Section** pagination leaves off (i.e. If the last page in the **First Section** was page "iii", then the first page of the **Second Section** will be "iv"). The difference is that these page numbers will appear on the page and are located in the bottom center of the page.

The **Third Section** consists of all the chapters of the document. Since each chapter will use similar formatting, but will still remain individual sections, the instructions will, from this point on, denote each chapter as its own section. Thus, the first part of the third section will be known as the **First Chapter** (the second part in this section will be known as the Second Chapter and so on). Every chapter will use Arabic numerals for the page numbers (i.e. "1, 2, 3, 4 ..."). The first page of chapter one will start at number "1" and continue from there through the end of the last chapter (i.e. the page numbers for each chapter will not restart with "1". However, the page number on the first page of each chapter will be located in the bottom of the page. Whereas the following pages of each chapter will have their page numbers in the top right-hand corner.

Now to begin:

1. First you need to open a Microsoft Word 2007 document.
2. Read all the directions below for the particular section before following any of them.
3. For this to work, you must use these instructions while typing out your paper.
4. Do not begin writing the content part of the page until you are specifically told to do so.
 - a. For the **First Section** (starting at the title page)
 - b. Click on the tab labeled "Insert"
 - c. Click on the button marked "Page Number"
 - d. Select the option for "Format Page Numbers..."
 - e. Use the first drop-down box to change the paginations to lower-case Roman numerals (i, ii, iii)
 - f. Select the option near the bottom of the "Format Page Numbers..." box that says "Start at:"
 - i. Make sure it starts at "i"
 - g. Click "Ok"
5. Now that you have formatted the page numbers for this section (includes all the stuff that precedes the Table of Contents, preface, etc.; these are the pages that are counted but don't have page numbers on them), you may begin writing it. Once you get to the last page of this section, **STOP**.
6. Do not begin work on the **Second Section**. Do not even create a new page for the next section.
7. After you have completed typing the information for the **First Section**, you are now ready to begin on the **Second Section**, which consists of all that material from the Table of Contents up to but not including the first page of the **First Chapter**:
 - a. Ensure that the last page of the **First Section** is the active page

- i. This means that your typing cursor is blinking on the last page of that section
 - ii. The cursor needs to be at the very end of what was written on the last page of the **First Section**
- b. Click on the tab labeled "Page Layout"
- c. Find the section marked "Page Setup"
- d. Click on drop-down box marked "Breaks"
- e. Select "Next Page" (under the heading "Section Breaks")
 - i. This will automatically start a new page
- f. Double left click on the very top of the new page
 - i. This will allow you to change the Header and Footer of the page.
 - ii. Note: After the Header and Footer become active, your toolbar up top will change to the "Design" tab. This is the tab that we will be using for most of the time
- g. Under the section, "Navigation", deselect the option "Link to Previous"
 - i. Click somewhere in the "Header" and then click on the highlighted "Link to Previous" so it is no longer highlighted
 - ii. This is an extremely important step, and must be done each time you make a new section break. If you don't do it, you can always do it later, but it will create a lot more confusion than is necessary
 - iii. Scroll down to the bottom of the page and click somewhere within the "Footer" of the page
 - iv. With the cursor in the "Footer", find the option for "Link to Previous" and deselect it again
- h. Now that both sections are unlinked, click on the "Page Number" button, at the top
 - i. Select "Format Page Numbers"
 - j. Since you still want to use lower-case Roman numerals, select the option "Continue from previous section"
 - k. Click "Ok"
 - l. Finally, click on the "Page Number" button again, mouse-over "Bottom of Page" and select the option for "Plain Number 2"
 - i. This will place your lower-case Roman numerals centered at the bottom of the page
 - m. Click the red button on the design toolbar that is labeled "Close Header and Footer"
- 8. You may now proceed to type all the information that you desire for the **Second Section**.
- 9. Once you have finished with the **Second Section**, you can move on to your **First Chapter**.
 - a. Ensure that the last page of the **Second Section** is the active page
 - i. This means that your typing cursor is blinking on the last page of that section
 - ii. The cursor needs to be blinking at the very end of what was written on the last page of the **Second Section**
 - b. Again, before you start typing this next section, you need to create a new section break
 - i. Click on the tab labeled "Page Layout"
 - ii. Click on the button marked "Breaks" (It is in the first row in the section marked "Page Setup"
 - iii. From the "Breaks" drop-down box, select "Next Page" under the heading "Section Breaks"
 - 1. This will automatically start a new page
 - c. Double left click on the very top of the new page
 - i. This will allow you to change the Header and Footer of the page.
 - d. Under the section, "Navigation", deselect the option "Link to Previous"
 - i. *This is an extremely important step, and must be done each time you make a new section break.*
 - e. Scroll down to the bottom of the page and click somewhere within the "Footer" of the page
 - f. With the "Footer" selected, find the option for "Link to Previous" and deselect it again

- g. Now that the section is unlinked, click on the drop-down box labeled "Page Number" and select the last option, which is called "Remove Page Numbers"
 - i. This will remove the page numbers for the **First Chapter** that carried over from the **Second Section** (There was a lower-case Roman numeral in the Footer but now it is blank because we want to use Arabic numerals)
 - h. The next step is to change the page numbers to Arabic numerals
 - i. Click on "Page Number" and select "Format Page Numbers..."
 - ii. Click on the first drop down box (the one that says "Number Format" and choose "1, 2, 3..."
 - iii. Then near the bottom of the box, select the option for "Start at 1"
 - iv. Click "Ok"
 - i. Now you want to make the first page of the **First Chapter** section different from the rest of its section
 - i. With the header and footer "Design" toolbar still selected, find the section that says "Options"
 - ii. Under this section, select the check box marked "Different First Page"
 - j. Click on "Page Number" again
 - i. This time you want to select the option under the "Bottom of Page" drop down box called "Plain Number 2"
 - k. You may now click the red button that is labeled "Close Header and Footer"
 - l. Proceed to type out the content for the first page. When you get to the second page of this section, move on to the next step (9m).
 - m. After completing the first page of the **First Chapter**, double left click on the header of the second page
 - n. Click on "Page Number"
 - o. This time, under "Top of Page," select the option for "Plain Number 3"
 - p. Close the Header and Footer toolbar
 - q. Finish typing out the content for the **First Chapter** section
10. Once you have finished typing the **First Chapter** section, you are ready to move on to the **Second Chapter**
- a. Ensure that the last page of the **First Chapter** is the active page
 - i. This means that your typing cursor is blinking on the last page of that section
 - ii. The cursor needs to be blinking at the very end of what was written on the last page of the **First Chapter**
 - b. Again, before you start typing this next section, you need to create a new section break
 - i. Click on the tab labeled "Page Layout"
 - ii. Click on the button marked "Breaks" (It is in the first row in the section marked "Page Setup")
 - iii. From the "Breaks" drop-down box, select "Next Page" under the heading "Section Breaks"
 1. This will automatically start a new page
 - c. Double left click on the very top of the new page
 - i. This will allow you to change the Header and Footer of the page.
 - d. Under the section, "Navigation", deselect the option "Link to Previous"
 - i. *This is an extremely important step, and must be done each time you make a new section break.*
 - e. Scroll down to the bottom of the page and click somewhere within the "Footer" of the page
 - f. With the "Footer" selected, find the option for "Link to Previous" and deselect it again
 - g. Click on the drop-down box labeled "Page Number"
 - i. Open the "Format Page Numbers" dialogue box
 - ii. Select the option for "Continue from previous section"
 - iii. Click "Ok"

- h. Now you want to make the first page of the **Second Chapter** section different from the rest of its section
 - i. With the header and footer "Design" toolbar still selected, find the section that says "Options"
 - ii. Under this section, ensure that the option marked "Different First Page" is checked
 - i. Click on "Page Number" again
 - i. This time you want to select the option under the "Bottom of Page" drop down box called "Plain Number 2"
 - j. You may now click the red button that is labeled "Close Header and Footer"
 - k. Proceed to type out the content for the first page. When you get to the second page of this section, move on to the next step (10l).
 - l. After completing the first page of the **Second Chapter**, double left click on the header of the second page
 - m. Click on "Page Number"
 - n. This time, under "Top of Page," select the option for "Plain Number 3"
 - o. Close the Header and Footer toolbar
 - p. Finish typing out the content for the **Second Chapter** section
11. For each new chapter, follow the instructions for *Step 10*
12. When you get to this step, look back at your paper and make sure that everything looks as it should.

For pagination details see Appendix A1 of the Turabian manual, 7th ed.

If you have problems, contact Miss T. at jtillman@masters.edu or 661-362-2201.

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