

Thesis/Dissertation Page Numbering in Microsoft Word

This is easiest to do after you have completed a rough draft, but you can create your page numbers early and then reuse this document to double-check the format.

1. Put your cursor on the first page (the Title page).
2. Click Insert > Page Number > Bottom of Page > Plain Number 2.
3. Highlight one of the page numbers and set it to Times New Roman, size 12. This will change all the page numbers. If you have troubles highlighting the page number, double-click on it, then highlight it.
4. Go to the first page (the title page) and highlight the page number 1; at the top on the Design tab, check the box for Different First Page. Then delete the page number 1 from the title page.

5. Go to page two and highligh4(he)-5(c)4(k32 12 Tf1 0 0 00000912 0 612 792 reW*nBT/F2 12 Tf1 0 0 1 1

