

## Instructions for Section Breaks in Word 2004\*

Leave title page, copyright page and signature page with no page numbers.

Put cursor at end of signature page. Click on Insert menu, Highlight BREAK, then highlight SECTION BREAK (NEXT PAGE)

Go to the next page and select View Header/footer from the View Menu

You should be in the footer section that shows "Footer – Sec 2"

Click format page (hover cursor over the # symbols to see which one is "format page")

Select number format as i, ii, iii

Click "start at" enter iv

Click "off" the "same as previous tab" (again hover the cursor until you see this button description)

If page number is not already centered, then click the center symbol on main menu bar

Close header/footer menu

Go to the end of your preliminary section and from the Insert menu, Highlight BREAK, then highlight SECTION BREAK (NEXT PAGE)

Go to the first page after the preliminary section (usually this is Chapter 1 or Introduction)

View Header/Footer from the View Menu

You should be in the footer section that shows "Footer – Sec 3"

Click format page (hover cursor over the # symbols to see which one is "format page")

Select number format as 1, 2, 3

Click "start at" enter 1

Click "off" the "same as previous tab" (again hover the cursor until you see this button description)

If page number is not already centered, then click the center symbol on main menu bar

Close header/footer menu

*\*These instructions will not work for everyone. This is meant to put you the right track. Investigate the section breaks function in your Word version if you are using this option. Another option to accomplish the pagination is create three separate pdf files and combine them using Adobe or other online pdf creation tools.*