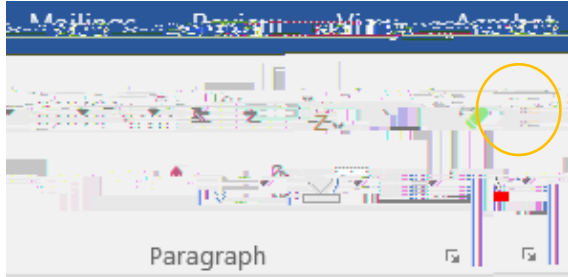
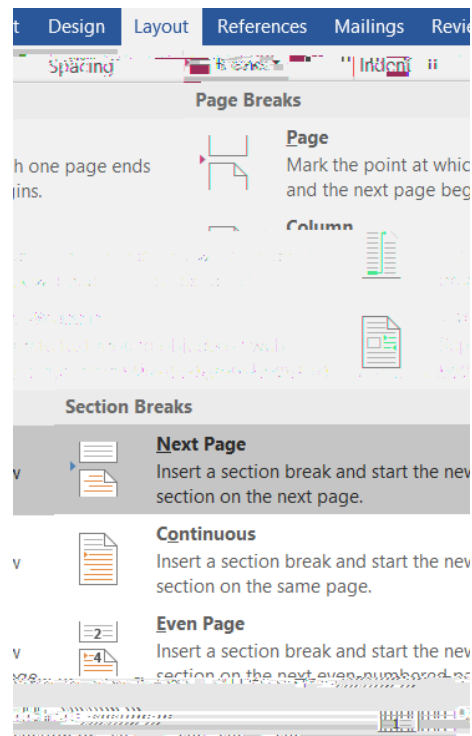


How To Add Section Breaks

1. Show hidden formatting by clicking on the “Show/Hide” button; this will show all formatting, including paragraph, page, and section breaks.



2. Place the cursor at the bottom of the title page, after all of the page’s material.
 - a. Press the Layout tab.
 - b. Press the Breaks dropdown menu.
 - c. Choose “Next Page” under Section Breaks.

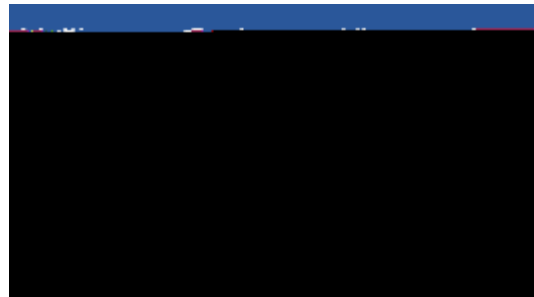


3. Each section’s Header and Footer sections should be disconnected from the previous section. You can tell if a section is connected to the previous section by putting your cursor in the Header (double click the top of the page so that a dotted line and “Header –Section #–” appears) and Footer (double click the bottom of the page so that a dotted line and Footer –Section #” appears). If there is a note on the right side that reads “Same as Previous,” then your section footers are currently connected, and need to be disconnected.



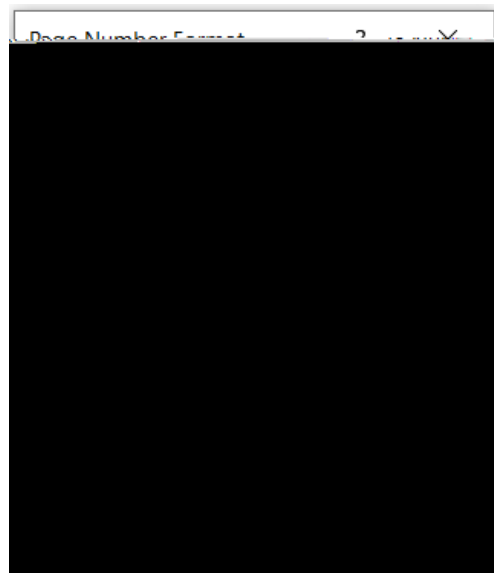
To disconnect your sections:

- a. Double-click the top/bottom of the page so that you are working in the Header/Footer.
- b. In the “Design” tab, click on “Link to Previous.” This should disengage the button.



How to Add Specific Page Number Styles

1. Double-click the bottom of the page so that you are working in the Footer.
2. To remove the page number from Section 1 (the Title page), make sure that the Design tab is displayed at the top of the screen, and click on the Page Number drop-down menu, then select Remove Page Numbers. Repeat this process for Section 2 by double-clicking into the Footer of the Copyright page and selecting Remove Page Numbers for that section, as well.
3. To add lowercase Roman numeral page numbers for Section 3, double-click into the Footer of the Acknowledgements page and select the Page Number drop-down menu, and then Format Page Numbers.



Choose the lowercase Roman numeral format, and select “Start at,” then enter the correct page number. Press OK. If you have included a Dedication page, this page will be page iv. If you have not included a Dedication page, this page will be page iii. If you have not included either the Acknowledgement or Dedication pages, then your page iii will be your Abstract page.

If the page number does not appear automatically at this point, choose the Page Number drop-down menu again and press “Bottom of page,” and then the option that places the page number at the center. The page number should appear. Make sure, again, that the font and font size match the rest of your document.

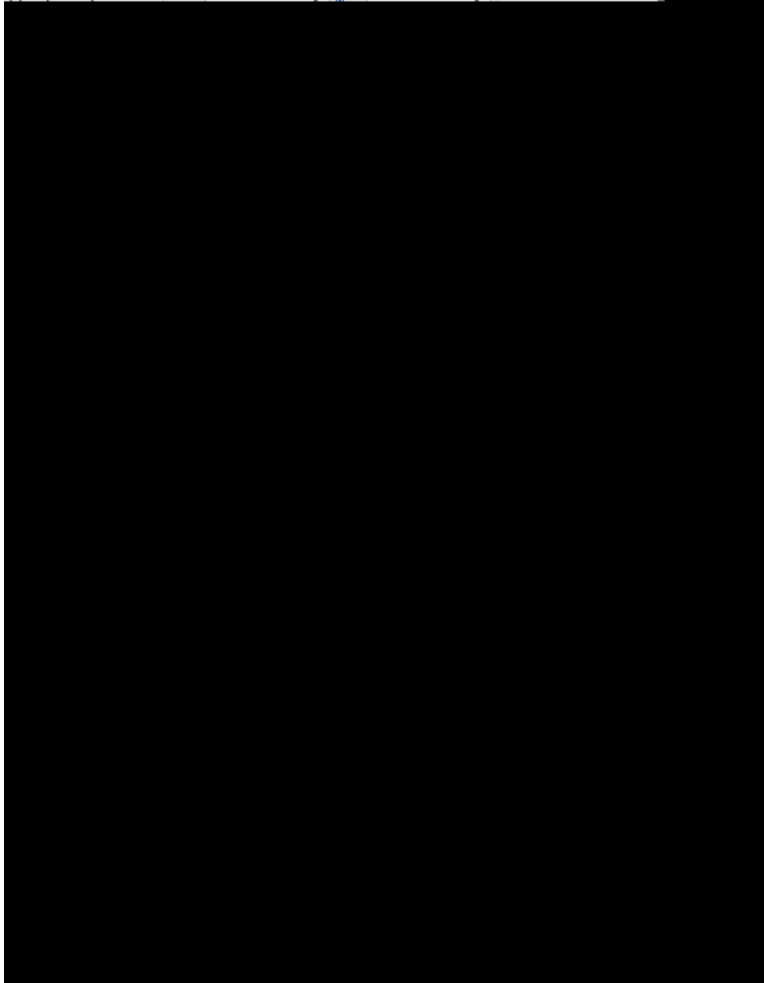
This section will continue through your Table of Contents, List of Figures, and List of Tables, until it finally changes to Section 4 on the first page of your thesis or dissertation’s first chapter.

4. To switch to Arabic numbers on the first page of Section 4, double-click into the Footer of the first page of the first chapter of your thesis/dissertation, select the Page Number drop-down menu, and select Format Page Numbers. Choose the Arabic Number format (1, 2, 3...) and choose to “Start at” page 1.

section should change accordingly.

How to Add Create Custom Margins in Different Sections

1. Now that your sections are set up correctly, adding custom margins is much easier. To add the correct margins for Section 1, place your cursor on the Title page and select Layout, and then the Margins drop-down menu. Select “Custom Margins...”



For the top margin, type 1.75”; for the left margin, type 1.5”; and for the bottom and right margins, type 1”. Press OK.

2. To add correct margins in Sections 2, 3, and 4, follow the same steps, but instead of adding a 1.75” inch margin to the top, the top margin should be 1”, the left margin should remain 1.5”, and the right and bottom margins should remain 1”.