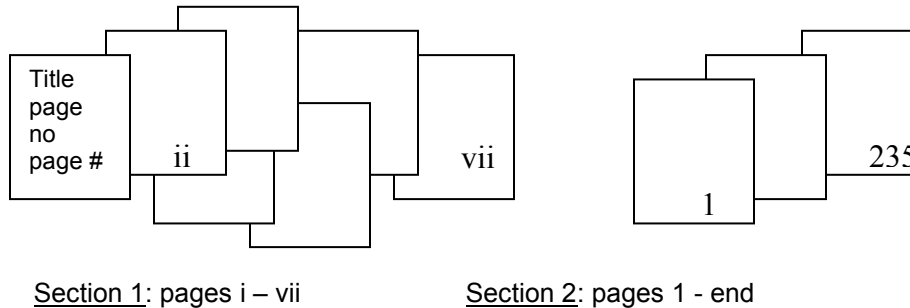


# MS Word Tip Sheet: Variable Pagination

Divide the dissertation into 2 sections:



## Step I: On the title page . . .

1. Insert → page number

2. Select position & alignment

3. Un-check "Show number on first page"

4. Select Format

5. select lower case roman numerals

6. Start at ii

## Step II

At the end of Section 1, create section 2, the start of the body of the dissertation

:

Insert → Break → Section → Next Page

Break types

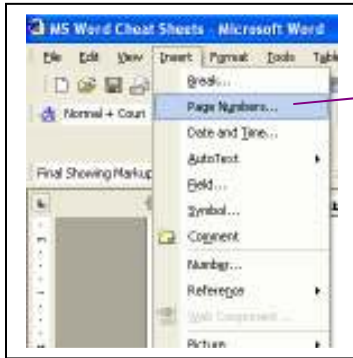
- Page break
- Column break
- Text wrapping break

Section break types

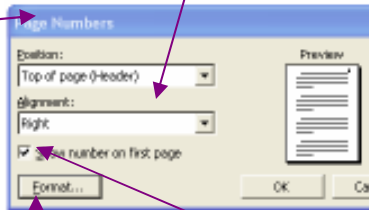
- Next page
- Continuous
- Even page
- Odd page

### Step 3: Begin new pagination sequence with Arabic numerals

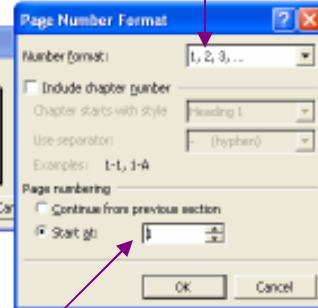
1. Insert → page numbers



2. Select position & alignment



5. Select Arabic numerals



3. Make sure " Show number on first page is checked"

4. Select Format

Start at "1"

This process works for both Windows and MAC versions of MS Word.