How to Create and Modify Page Numbers in the American University Thesis and Dissertation Template

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Page Number Placement

The AU Thesis and Dissertation Guidelines allow you to place your page numbers at the bottom center, bottom right, or top right of the page. By default, the AU Thesis and Dissertation Template has the page numbers at bottom center. If this is your preference, you should not have to do much work, if any, on the page numbers in your document. Even page numbers on landscaped pages can be left at bottom center (or removed if you prefer).

The next two sections of this guide show you how to change the location of page numbers. This is optional, and if you are not interested, you can skip those sections. The final two sections of the document (on changing page-number styles and values) will be useful if you accidentally undo the page numbering in the template or need to fix the page numbering in some way.

Changing the Location of Page Numbers to the Bottom Right

If you prefer to put your page numbers at the bottom-right corner of the page, follow the steps in the image below.

1. Double click anywhere in the footer area of page ii (the Abstract page) to open it for editing. Put the cursor on the same line as the page number.
2. Hit COMMAND + R on your keyboard to move the page number over to the right side of the footer.
3. Click Toolbox at the top of the screen to open the Formatting Palette.
4. Open the Header and Footer section of the Formatting Palette, and click the Go To Next icon. Repeat Steps 1 to 4 for every section of the document.
Changing the Location of Page Numbers to the Top Right

If you prefer to change the page numbers to the top-right corner, follow these steps:

1. On page ii (the Abstract page), double click in the footer area (not shown) to open it for editing. Delete the page number.

2. Put the cursor in the header (double click if necessary). Press COMMAND + R on your keyboard to move the cursor to the right. In the Header and Footer section of the Formatting Palette, click the Insert Page # icon.

3. In the Header and Footer section of the Formatting Palette, change the Footer from Bottom from 0.75” to 0.5”. Also, change Header from Top from 0.5” to 0.75”.

4. Click the Go to Next icon (the one with the blue arrow) to go to the header of the next section. Repeat Steps 1 to 4 for every section of the document.

Changing Page Number Styles from Page to Page

As mentioned above, the page numbers are all preformatted for you in the template. However, the AU Guidelines allow you some flexibility in the page-numbering styles. For instance, if you are using page numbers at the top right of your pages, you have the option of putting the page number on the first page of each new chapter at bottom center and leaving the other page numbers at top right. Doing this requires adding something called a section break to your document. See the next page for instructions.
STEP 1. On the page right before you want your page-number style to change, insert a Section Break at the bottom of the page:

1. Put cursor on the page right before the page-number style will change, after all of your text.

2. Open the Insert menu.

3. Scroll down to Break.

4. Choose Section Breaks, Next Page.

(Instructions Continue on Next Page)
STEP 2. In the new section, you will be able to create a new page-number style without affecting the page numbers of previous sections. However, first you have to undo a default setting in Word called Link to Previous.

1. Double click on the header of the next section. The cursor will appear in the header.

2. With the cursor still in the new section’s header, uncheck the box marked Link to Previous in the Header and Footer section of the Formatting Palette. This will unlink this section’s header from the previous section’s header.

3. Move the cursor to the footer (not shown) and uncheck Link to Previous again.

STEP 3. Now that you have unlinked the new section from the previous section, you can change the page-number position or style in the new section without affecting the page numbers in the previous section. Follow Steps 1 to 4 in the image on page 2 of this guide to put the page number at the top right.

Note that you will have to repeat these steps for every section in the entire document. Also, when you enter text into the first page of each chapter, you have to be careful not to delete your section break or to push the break onto the next page.

This process is also useful for changing from roman to Arabic numerals. See the next page for instructions.
**Changing the Numerical Value or Style of a Page Number**

Note that before you complete the steps below, you should have already created a Section Break and deselected Link to Previous in the header and footer of the new section or your change will automatically be applied to the previous section as well. Once you have your new section, you can change the number value as shown in the images below:

1. Double click on the header or footer of the page with the number you want to change the value for.
2. Open the Insert menu.
3. Choose Page Numbers.
4. Click Format in the first window that pops up.
5. Change between Arabic and roman numerals as needed.
6. Specify whether you want the number to start at a particular value or to continue from the previous section. Remember, if you have not unlinked your section headers and footers, the changes will become tied to other sections and the numbering will be off.