

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

### Click to Jump to a Topic

Page Number Placement  
Changing the Location of Page Numbers to the Bottom Right  
Changing the Location of Page Numbers to the Top Right  
Changing Page Number Styles from Page to Page  
Changing the Numerical Value or Style of a Page Number

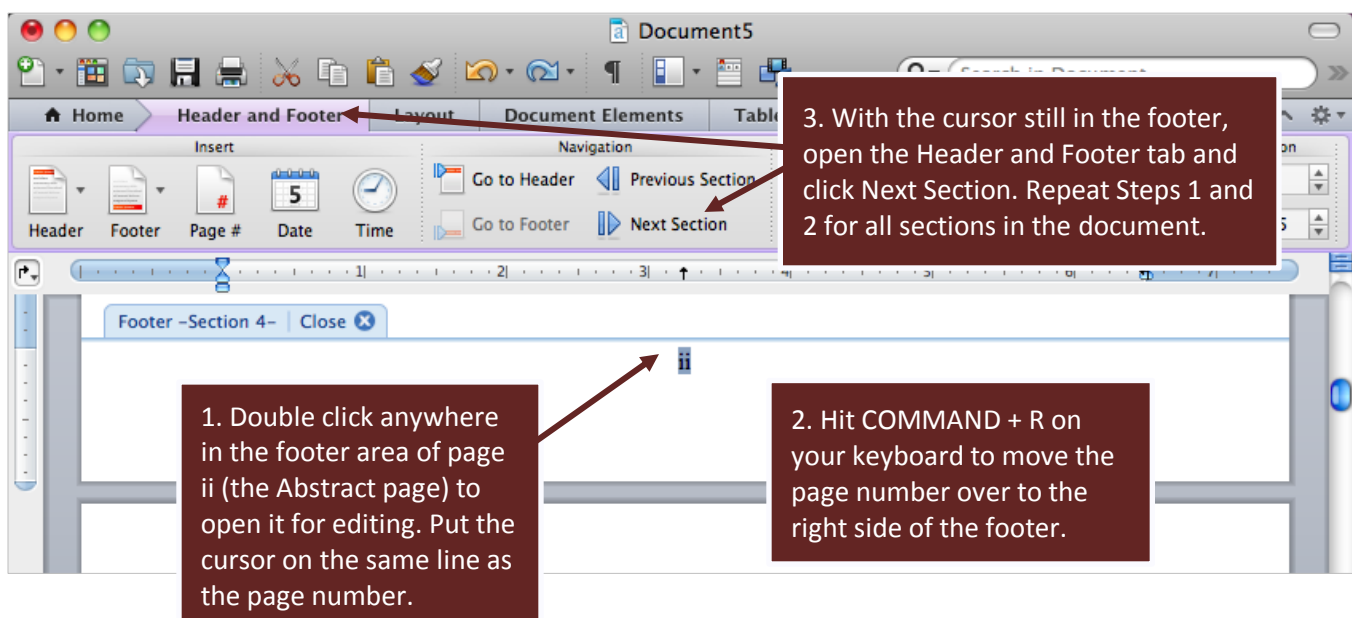
### Page Number Placement

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 pages, follow the steps in the image below.



### 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:

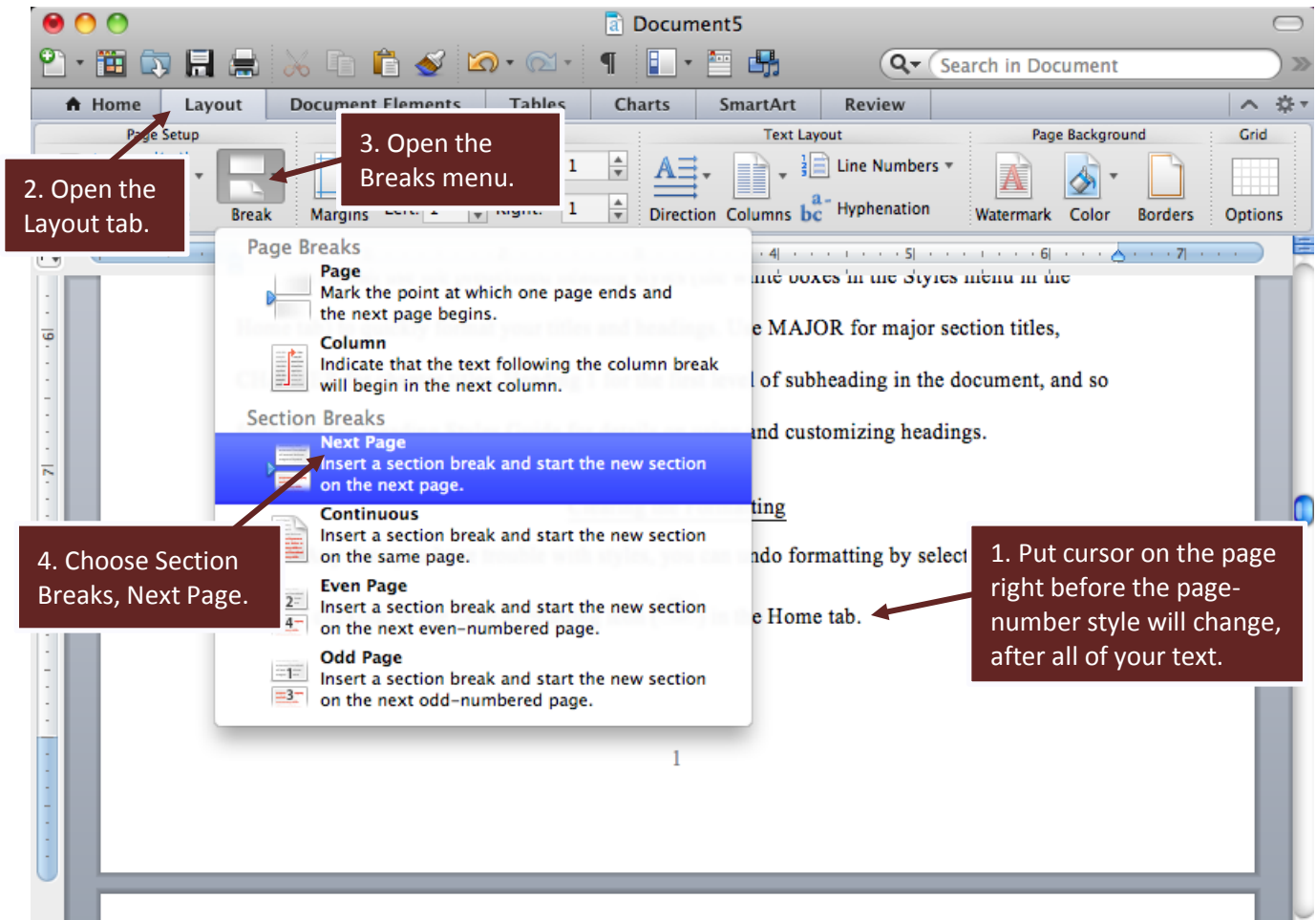
The screenshot shows the Microsoft Word 2011 interface with the 'Header and Footer' tab selected. The ribbon includes 'Insert', 'Navigation', 'Options', and 'Position'. The 'Position' section shows 'Header' at 0.75" and 'Footer' at 0.5". The document content shows a header area with a cursor and a footer area with a page number '2'. Five red callout boxes provide step-by-step instructions:

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. Scroll up to the top of the page and put the cursor in the header (or click Go to Header in the Header and Footer tab). Hit COMMAND + R on your keyboard to move the cursor over to the right margin.
3. In the Header and Footer tab, click Page # to insert the page number at the cursor's location.
4. In the Header and Footer tab, change the Footer from Bottom from 0.75" to 0.5". Also, change Header from Top from 0.5" to 0.75".
5. Click Go to Footer, then Next Section. Delete the page number at the bottom of the next section, then move to the header, and repeat Steps 1 to 4. Repeat for all sections in the document.

### Changing Page Number Styles from Page to Page

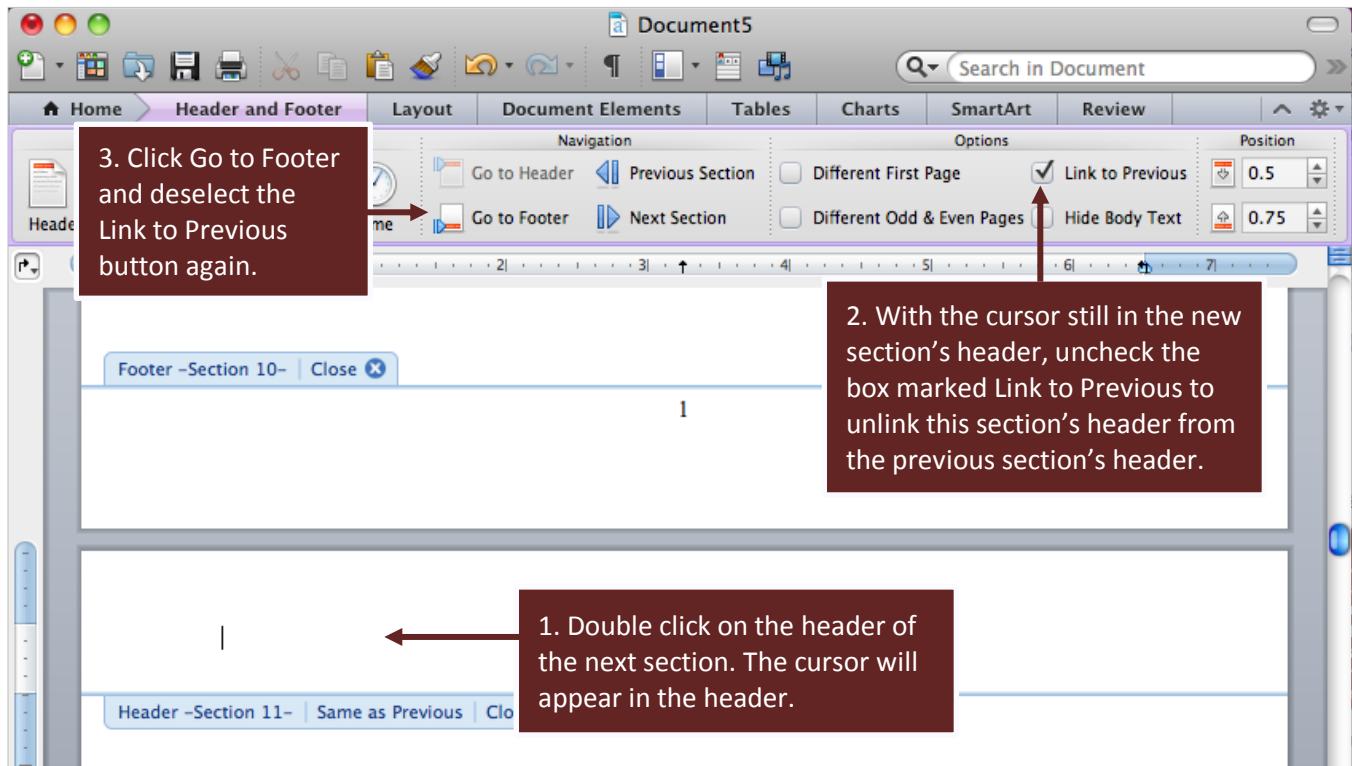
As mentioned above, the page numbers are all preformatted for you in the template. However, the AU Guidelines allow you some flexibility in the page-numbering styles. For instance, if you are using page numbers at the top right of your pages, you have the option of putting the page number on the first 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:



*(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.



**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 second image of this guide (the image on page 2) to put the page number at the top right.

Note that you will have to repeat these steps for every chapter and every appendix. 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:

