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 landscape 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.

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 CTRL + R on your keyboard to move the page number over to the right side of the footer.
3. With the cursor still in the footer, click the Next button in the Design tab to jump to the footer of the next section. Hit CTRL + R to move that page number to the right. Repeat Steps 1 to 3 until you have changed every page number in 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. In the Design tab, to the far left, open the Page Number menu, then the Top of Page menu, and choose the Top Right style.

3. In the Design tab, change Footer from Bottom from 0.75” to 0.5”. Also, change Header from Top from 0.5” to 0.75”.

4. Click Next in the Design tab to go to the next section and repeat Steps 1 to 3. Repeat process until all page numbers are changed 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.

**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 this page, after all of your text.
2. Open the Page Layout tab.
3. Open the Breaks menu.
4. Choose Section Breaks, 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, click the Link to Previous button in the Design tab to deactivate this setting (orange highlighting = activated; no highlighting = deactivated).
3. Click Go to Footer and deselect the Link to Previous button 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.

1. Double click on the footer of the new section (not visible here) and delete the page number.

2. In the Design tab (only available when you have the cursor in the header or footer of a page), open the Page Number menu.

3. Scroll to Top of Page.

4. Choose the Top Right style.

5. Change Header from Top to 0.75" and Footer from Bottom to 0.5".

6. Check the page number. If it is the same number as the previous page, see the next section for how to change it.

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.

(Instructions Continue on Next Page)
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 figure below:

1. Double click on the header or footer of the page with the number you want to change the value for. This will open the Design tab in the tool ribbon at the top of the screen.

2. Open the Page Number menu.

3. Click Format Page Numbers.

In the Page Number Format window that pops up, you can change from Arabic to roman numerals or vice versa in the Number format menu.

In the Page Numbering options of the pop-up window, you can choose to continue the numbering from the previous section or start the numbering at a specific number. With the exception of a couple of the preliminary pages and page 1 of the main text, you will probably be choosing to continue the numbering in all other sections.