

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

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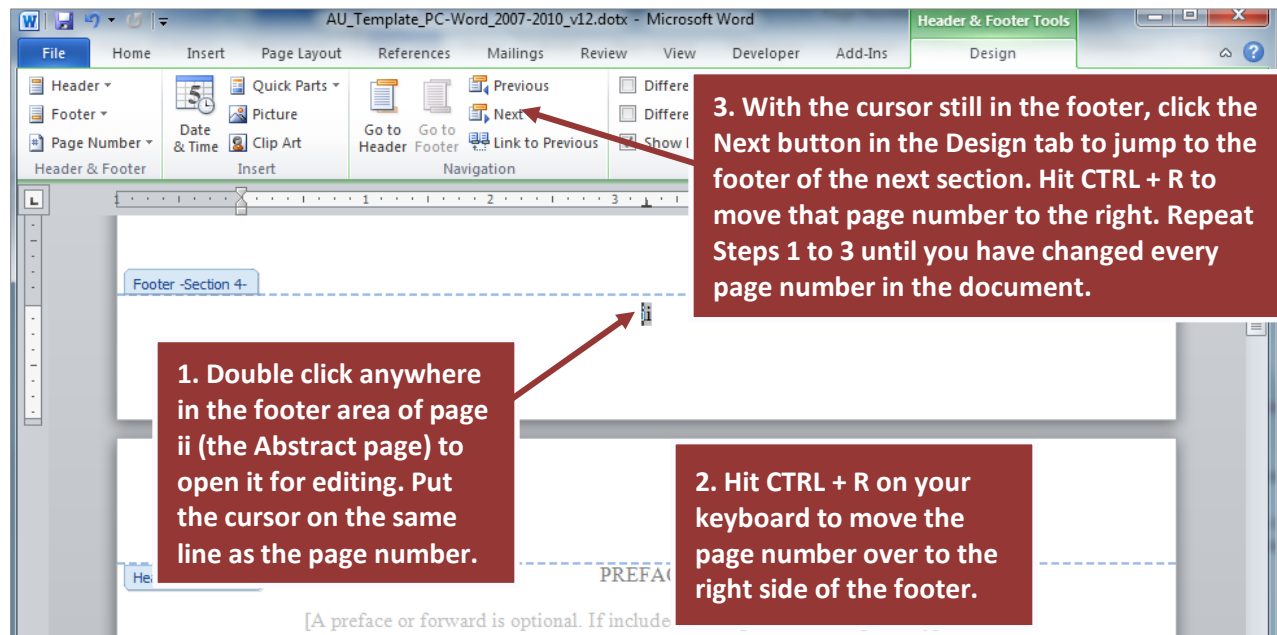
### *Page Number Placement*

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 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.



### 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:

**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.**

**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".**

**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.**

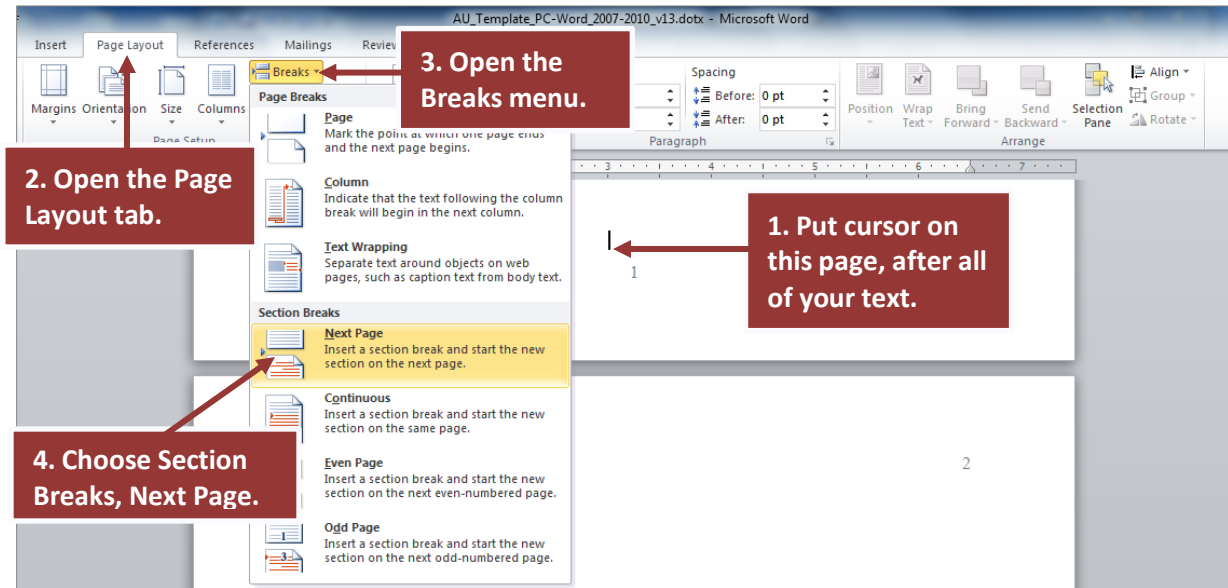
**1. On page ii (the Abstract page), double click in the footer area (not shown) to open it for editing. Delete the page number.**

The screenshot displays the Microsoft Word interface with the Design tab active. The Header & Footer Tools ribbon is visible, showing settings for Header from Top (0.75") and Footer from Bottom (0.5"). The Design tab's Page Number menu is open, showing the Top of Page section with the Top Right style selected. The document is on page ii, and the footer area is highlighted for editing. The status bar at the bottom indicates Page: 4 of 27, Words: 1, and English (U.S.).

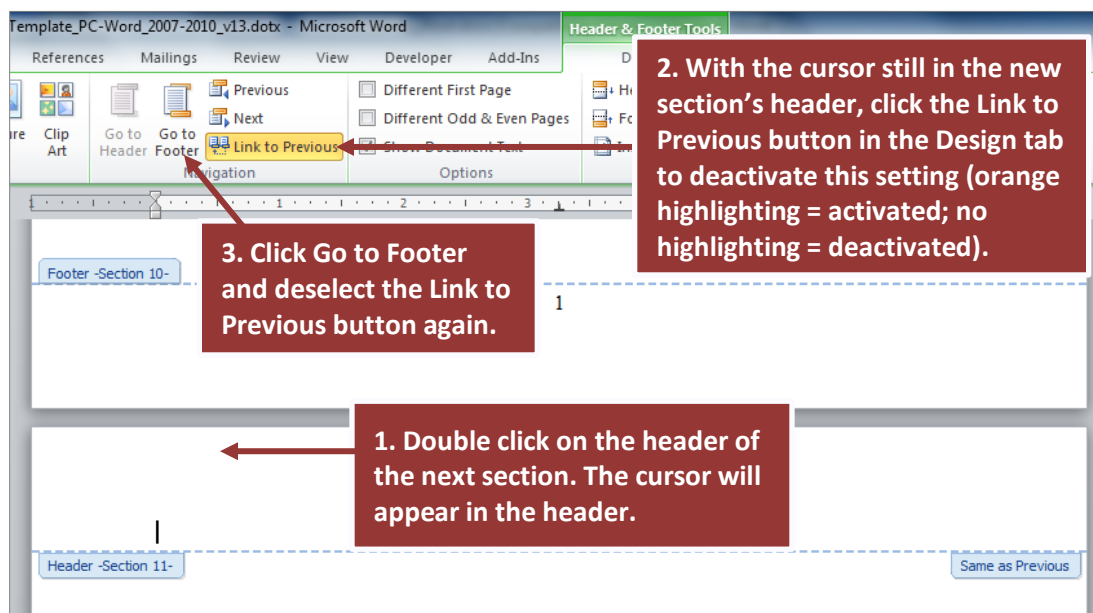
### Changing Page Number Styles from Page to Page

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:



**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.

**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.**

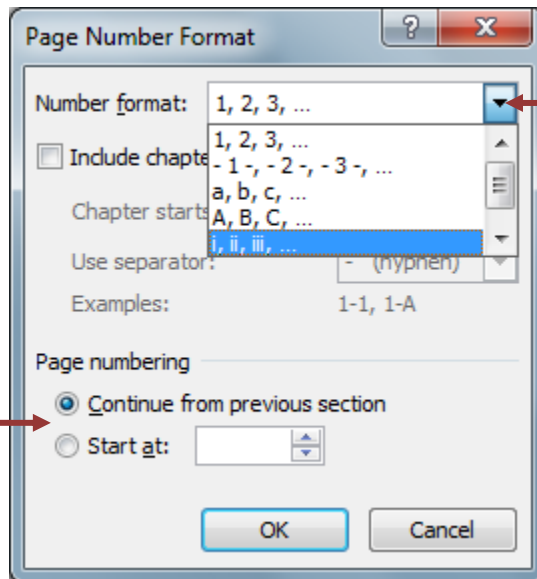
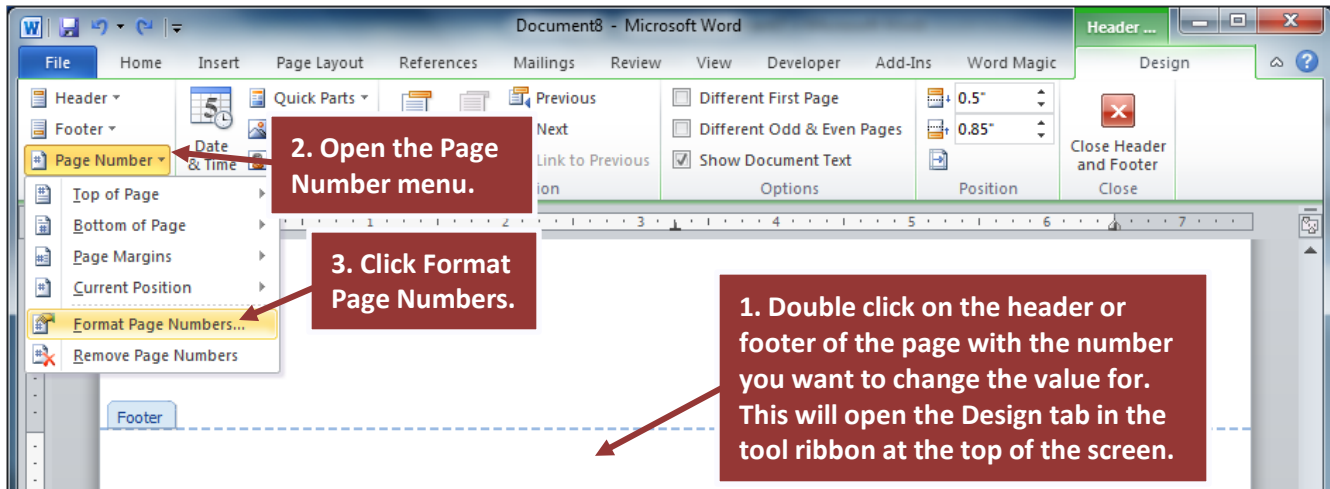
**1. Double click on the footer of the new section (not visible here) and delete the page number.**

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:



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.

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.