

TURABIAN PAGINATION IN WORD 2007

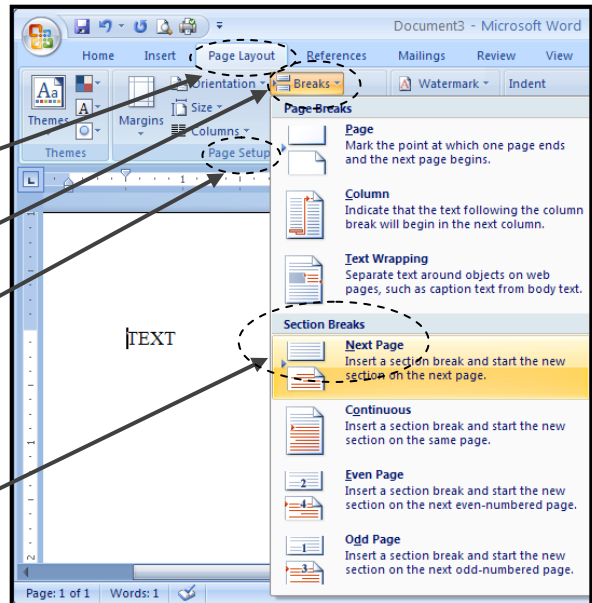
This outline is intended to help you format Turabian page numbers.

Step 1: To create section pages for the Title page, Blank page, and the Table of Contents pages, begin with your cursor before the first word of your text. You need to insert 3 Next Page type Section Breaks.

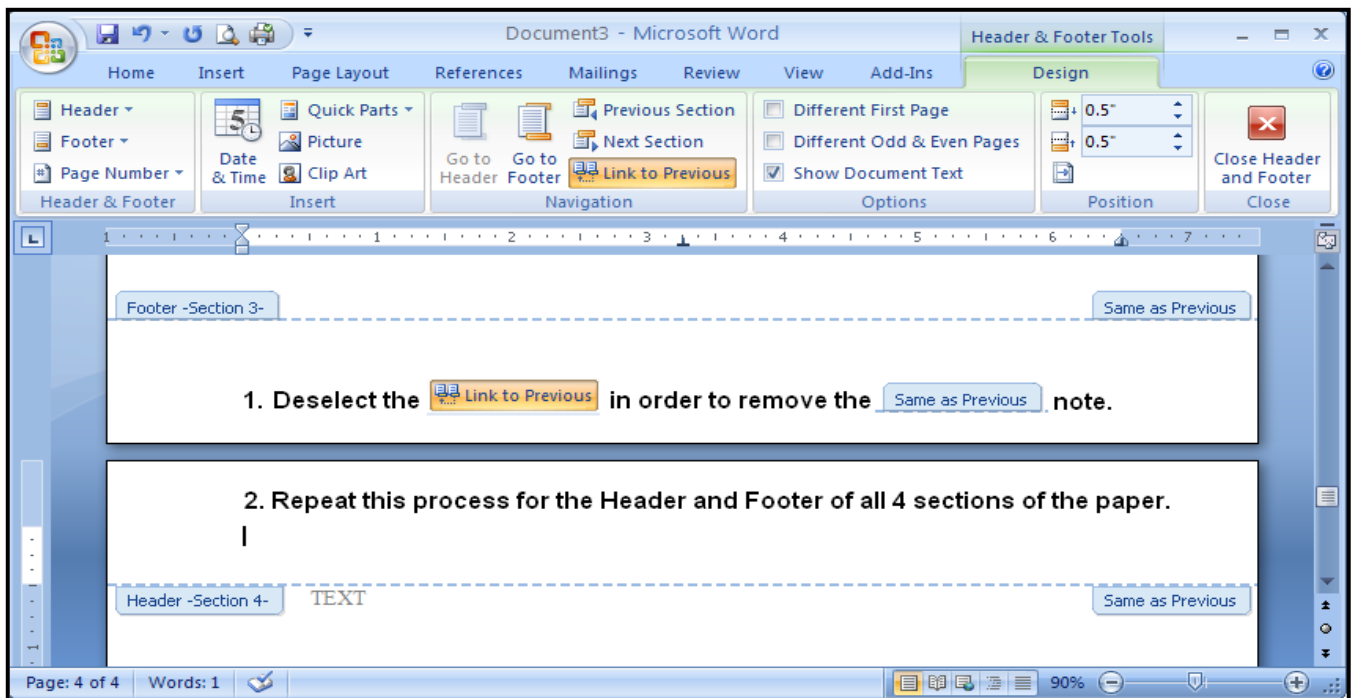
Do this from **Page Layout**—not from **Insert!**

From the **Page Layout** tab, choose **Breaks**.
Then, from the top corner of the **Page Setup** box,

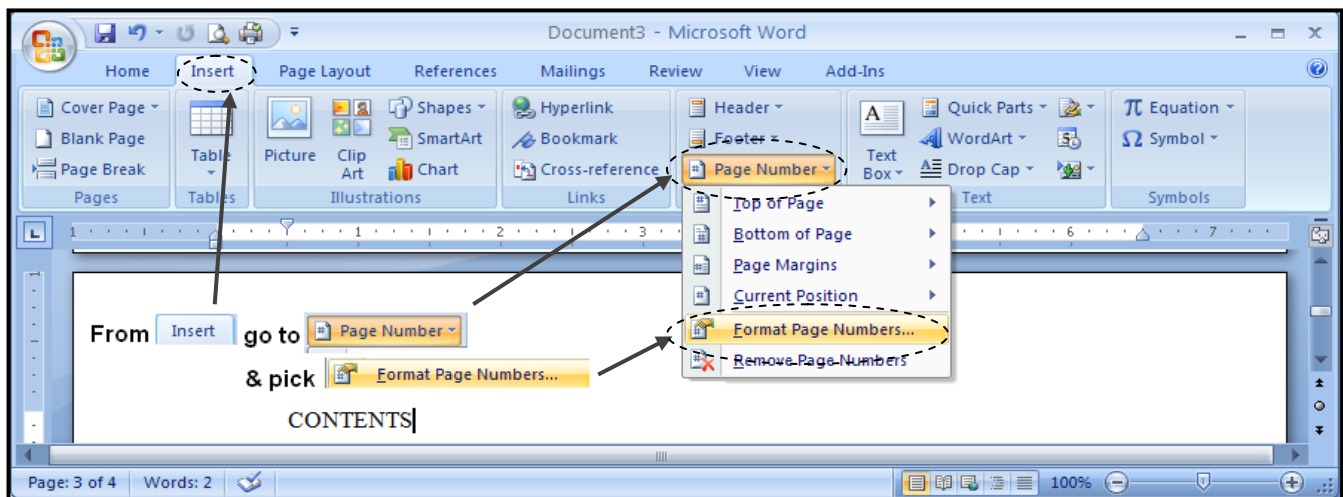
Select **Section Breaks**
Next Page
Insert a section break and start the new section on the next page.



Step 2: Double click on the Header section of the paper to view the Header and Footer information. You need to unlink the sections.



Step 3: While your cursor is on the Table of Contents page, use the Insert tab to format the Page Numbers.



Step 4: Format the page numbers for the Table of Contents page as lowercase Roman numbers, centered at the bottom of the page.

1. Select "i, ii, iii, ..." in the Number format dropdown window.

2. Make sure the Page numbering starts at "iii" for Table of Contents page.

3. Click "OK."

4. Insert the page numbers centered at the bottom of the page.

Step 5: Verify that the page number correctly shows at the bottom of the page. It must not show **"Same As Previous"** anywhere.

Page: 3 of 4 Words: 2

Step 6: Repeat this process for the regular page numbers in the main text of the paper.

1. Select "1, 2, 3, ..." in the Number format dropdown window.

2. Make sure the Page numbering starts at "1" for the main text.

3. Click "OK."

4. Insert the page numbers at the top of the page on the right.

Step 7: Verify that the page number correctly shows on the top page of your main text.

Step 8: Verify that the page numbers now correctly show on all pages of your document. Congratulations; you have done it!