

## Utilizing Roman Numerals and Arabic Numbers

1. Insert Page number in the desire position (Insert→ Page number → desired position)
2. Click on the number and a menu “Header and Footer Tools” (on green) appear
3. Select page number and then format page number – here you can select if you want roman numerals of other kind of style. – Suppose you want roman numerals – see figure 1

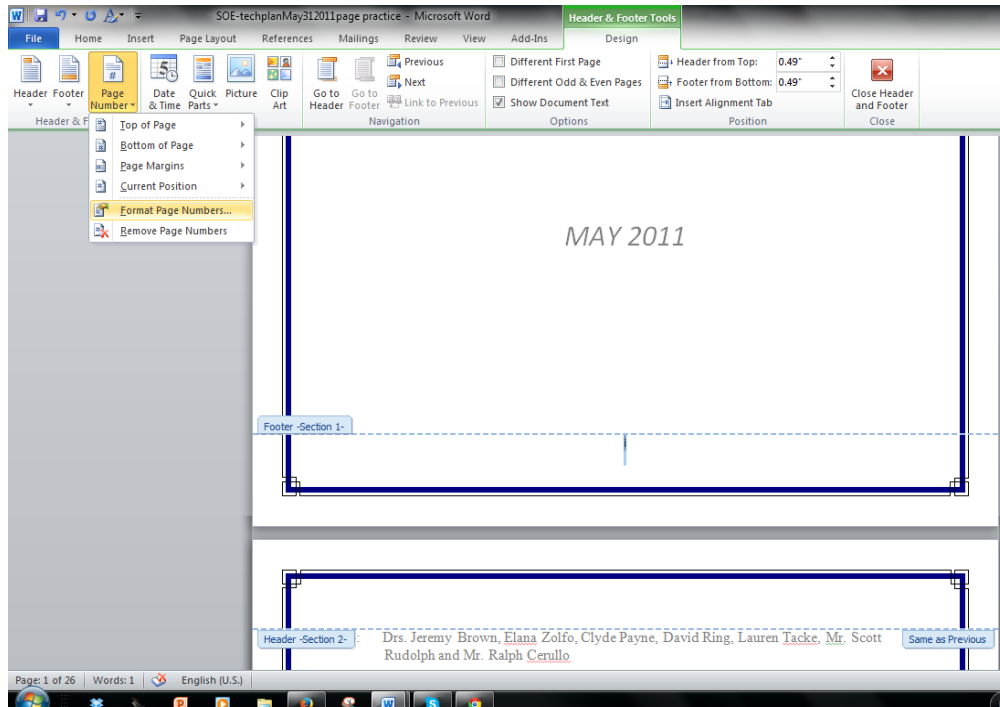


Figure 1. Changing to roman numerals

## Not having a number in the first page

Click on the number or roman numeral and select in the options “Different Front page” (see Figure 2)

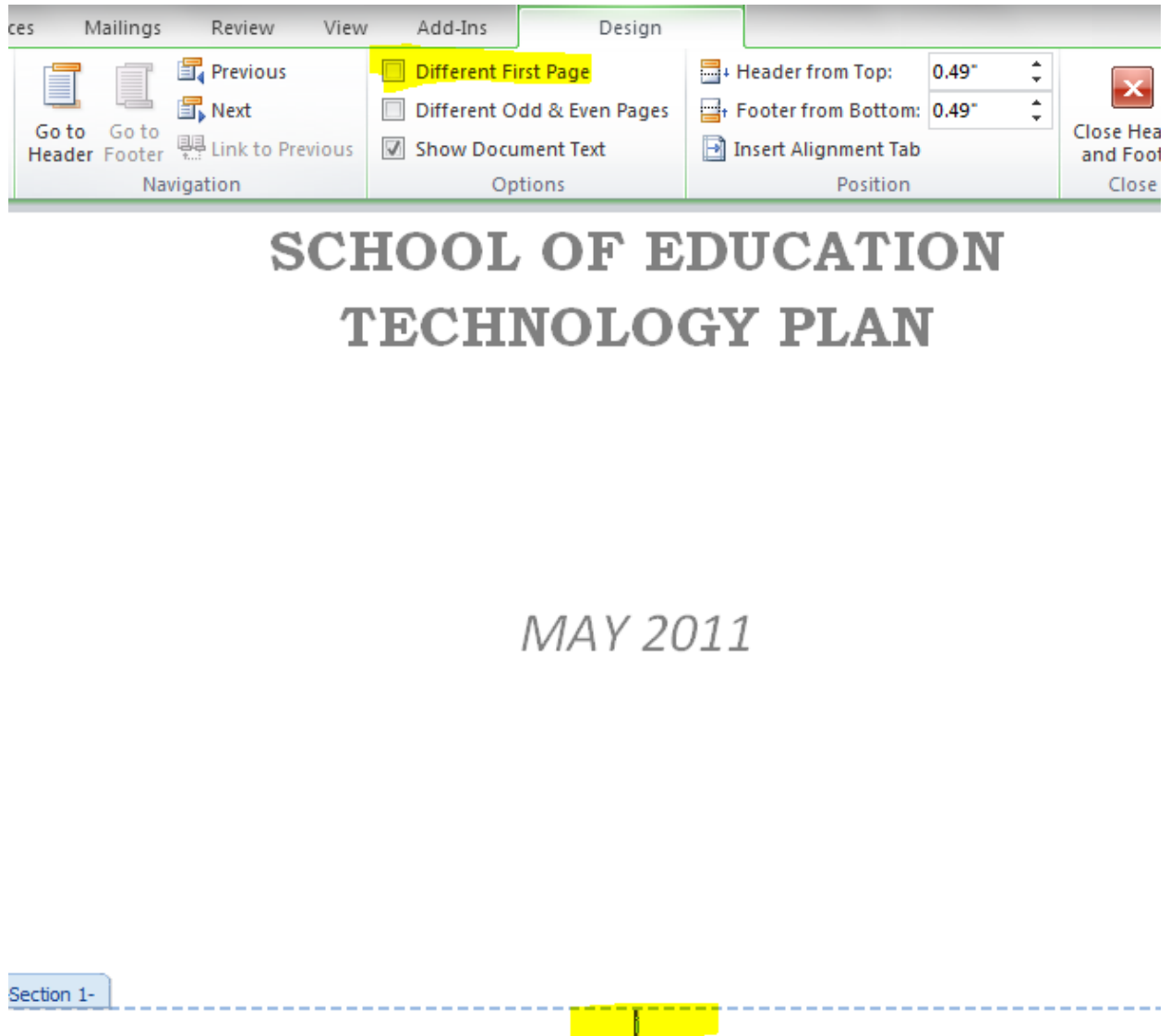


Figure 2. Deleting a number from the first page

## CHANGING A PAGE NUMBER STYLE AND RESET IT THE PAGE NUMBER ORDER

Suppose that after some pages you want to begin with Arabic numbers and begin the numbering as page 1 or other number

1. Go to the page you want to change the number
2. INSERT A BREAK PAGE

Go to page Layout → Breaks→ select Next page (Figure 3)

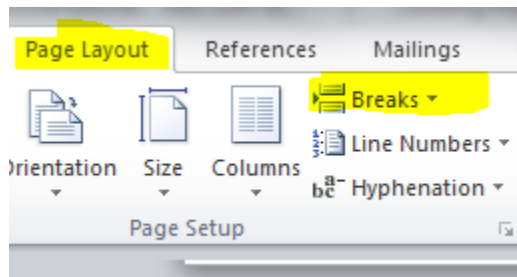


Figure 3. Insert a page break

3. Then, Click on the number → go to page number→ page number format→ change to Arabic numbers 1,2, 3, and then select to start at number 1

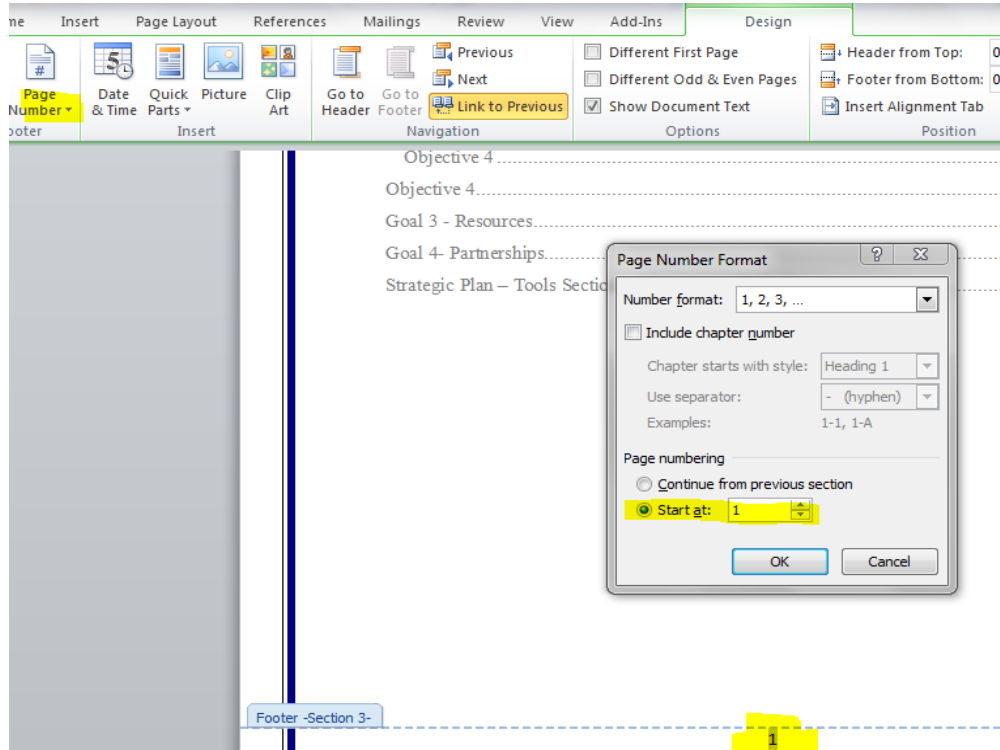


Figure 3. Change to Arabic numbers and reset to begin to number 1 or the desired number