Utilizing Roman Numerals and Arabic Numbers

- 1. Insert Page number in the desire position (Insert \rightarrow Page number \rightarrow 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

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Page: 1 of 26 Words: 1 🕉 English (U.S.)	Header -Section 2- : Drs. Jeremy Brov Rudolph and Mr.	vn, <u>Elana</u> Zolfo, Clyde Payn Ralph <u>Cerullo</u>	e, David Ring, Lauren <u>Tacke, M</u>	, Scott Same as Previous							

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)



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MAY 2011

Section 1-

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 \rightarrow Breaks \rightarrow select Next page (Figure 3)

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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

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