



# How to Format Thesis Page Numbers (In Office 2011)

# Pagination

- Bottom center or top right and be consistent!
- Every page (excepting the title page, copyright page and abstract) should have a page number.
- Do not include your name, thesis title or any other information in the header or footer with the page number.

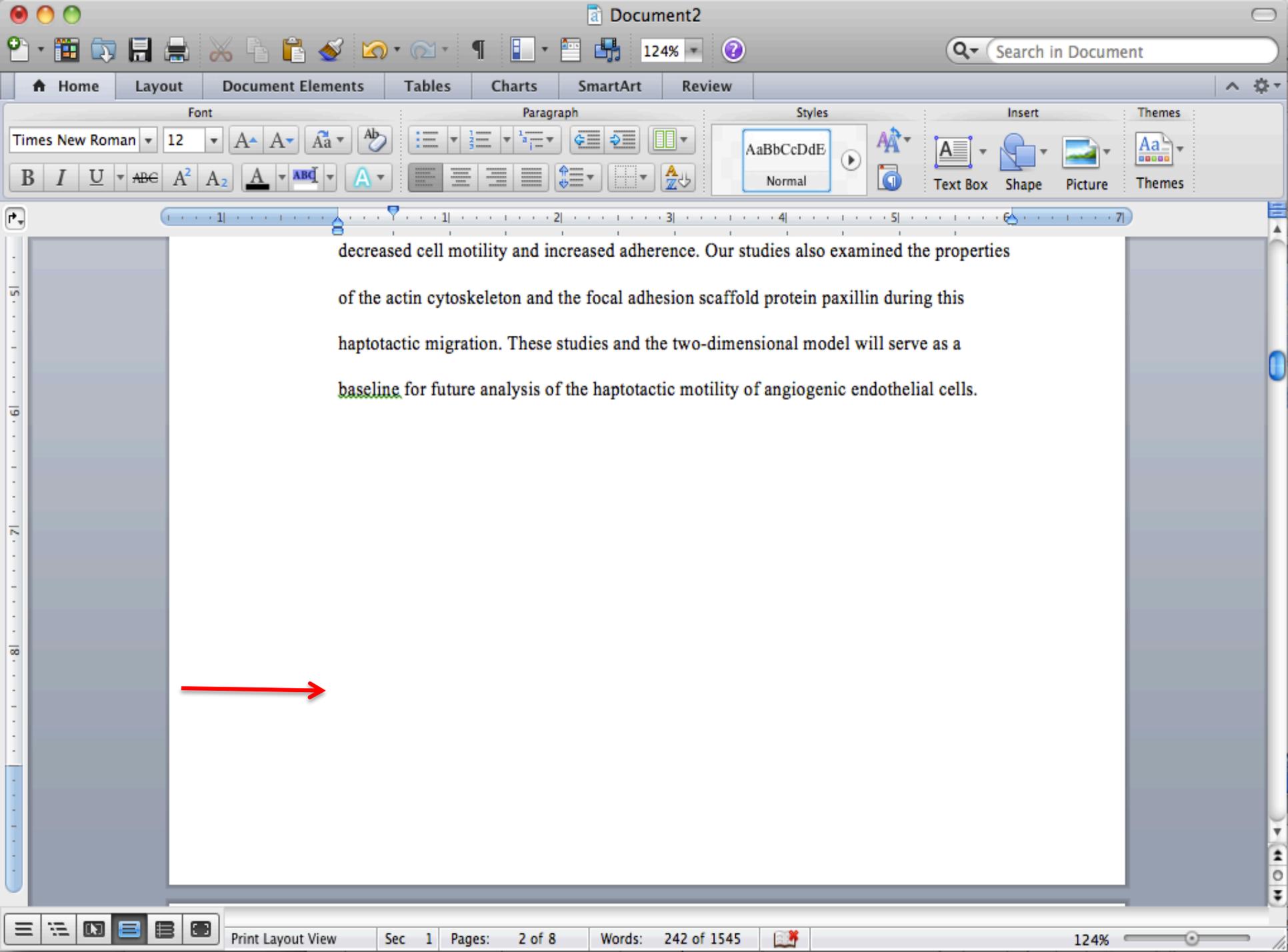
# Pagination

Preliminary Pages		
<b>Title Page</b>		Page is counted, <b>number NOT typed on the page</b> Continue numbering from previous section
<b>Copyright Page (Optional)</b>		Page is counted, <b>number NOT typed on the page</b> Continue numbering from previous section
<b>Abstract</b>		Page is counted, <b>number NOT typed on the page</b> Continue numbering from previous section
<b>Dedication/Preface (Optional)</b>	lower case Roman numeral	Page is counted, number typed on page Continue numbering from previous section
<b>Acknowledgements (Optional)</b>	lower case Roman numeral	Page is counted, number typed on page Continue numbering from previous section
<b>Preface or Foreword (Optional)</b>	lower case Roman numeral	Page is counted, number typed on page Continue numbering from previous section
<b>Table of Contents</b>	lower case Roman numeral	Page is counted, number typed on page Continue numbering from previous section
<b>List of Figures, Tables, Definitions (If any)</b>	lower case Roman numeral	Page is counted, number typed on page Continue numbering from previous section
Body Pages		
<b>Text of manuscript</b>	Arabic numerals	Page is counted, number typed on page <b>Must begin with page 1</b>
<b>Bibliography</b>	Arabic numerals	Page is counted, number typed on page Continue numbering from previous section
<b>Appendix(ces) (If any)</b>	Arabic numerals	Page is counted, number typed on page Continue numbering from previous section
<b>Author's Biography</b>	Arabic numerals	Page is counted, number typed on page Continue numbering from previous section

# Pagination: Using Sections

- Put your entire thesis into one Microsoft Word file, title page through author's bio.
- Use “Sections” to divide your file into three sections:
  - Section One: Title Page – Abstract (No Page Numbers)
  - Section Two: Dedication/Preface – TOC (Roman Numerals)
  - Section Three: Text – Author's Bio (Arabic Numerals)

1. Place your cursor at the very bottom of the abstract page.



decreased cell motility and increased adherence. Our studies also examined the properties of the actin cytoskeleton and the focal adhesion scaffold protein paxillin during this haptotactic migration. These studies and the two-dimensional model will serve as a baseline for future analysis of the haptotactic motility of angiogenic endothelial cells.



2. Select the “Document Elements” tab and click on the “Break” button.

**Page Breaks**

- Page**  
Mark the point at which one page ends and the next page begins.
- Column**  
Indicate that the text following the column break will begin in the next column.

**Section Breaks**

- Next Page**  
Insert a section break and start the new section on the next page.
- Continuous**  
Insert a section break and start the new section on the same page.
- Even Page**  
Insert a section break and start the new section on the next even-numbered page.
- Odd Page**  
Insert a section break and start the new section on the next odd-numbered page.

ased adherence. Our studies also examined the properties

focal adhesion scaffold protein paxillin during this

udies and the two-dimensional model will serve as a

e haptotactic motility of angiogenic endothelial cells.

3. Go to the “Section Breaks” portion of the menu and select “Next Page:”

**Page Breaks**

- Page**  
Mark the point at which one page ends and the next page begins.
- Column**  
Indicate that the text following the column break will begin in the next column.

**Section Breaks**

- Next Page**  
Insert a section break and start the new section on the next page.
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...ased adherence. Our studies also examined the properties  
... focal adhesion scaffold protein paxillin during this  
...dies and the two-dimensional model will serve as a  
...e haptotactic motility of angiogenic endothelial cells.

# That's it! Pretty simple, right?

Use the same three steps to insert a section break after the table of contents.

Your thesis is now divided into three sections and you're ready to insert page numbers.

# Pagination: Inserting Page Numbers

1. Place your cursor on the Table of Contents page and select the “Document Elements” tab again.
2. Click the “Page Numbers” button and select “Format...”

REFERENCES ..... 31  
FIGURES ..... 34  
BIOGRAPHY OF THE AUTHOR ..... 47

**Page Numbers**

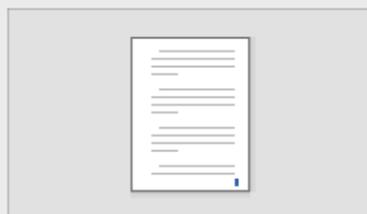
Position:  
Bottom of page (Footer)

Alignment:  
Right

Show number on first page

Format... Cancel OK

Preview



3. Format the page numbers for Roman Numerals. **IMPORTANT:** Make sure you start numbering on the correct number!

Insert Pages Table of Contents Header and Footer Citations References Text Elements Math

Cover Blank Break Update Options Header Footer Page # Footnote Endnote Manage Bibliography Text Box WordArt Equation

REFERENCES .....31

**HINT: THE TITLE PAGE IS PAGE ONE**

Footer -Section 2- Same as Previous

Show number  Continue from previous section

Format...

Start at: iii

Cancel

OK

Header -Section 3- Same as Previous Close

ACKNOWLEDGEMENTS

5. Word will automatically link your sections. This will mess-up all your hard work. Be sure to click the button to unlink the section you're working in to the previous section.

To do this:

- a. Put your cursor in the footer by the page number
- b. Click on the "Header and Footer" tab
- c. Uncheck "link to previous"

Header and Footer

Header Footer Page # Date Time

Navigation

Go to Header Previous Section

Go to Footer Next Section

Options

Different First Page

Different Odd & Even Pages

Link to Previous

Hide Body Text

Position

Header from Top: 0.5

Footer from Bottom: 0.5



1.7.2 Haptotactic Motility..... 9

1.8 Focal Adhesions and the Scaffold Protein Paxillin ..... 10

1.9 Proposed Model of the Role of Haptotaxis in Angiogenesis..... 11

CHAPTER 2: MATERIALS AND METHODS ..... 12

2.1 Cell Culture ..... 12

2.2 Transfection of BAECs ..... 13

2.3 Fibronectin Step-Gradient Preparation..... 13

2.4 Time-lapse Video Microscopy of BAECs..... 15

2.5 Cell Staining and Visualization ..... 16

2.6 Analysis of Confocal Images..... 17

CHAPTER 3: RESULTS ..... 17

Footer -Section 2- Same as Previous Close



OK, when you format section two Word will insert Arabic numerals in the first section of your thesis (Title Page – Abstract) because they were automatically linked. Just double click inside the footer, select the page number and hit delete. Page numbers disappear. Sections One and Two complete.

Home Header and Footer Layout Document Elements Tables Charts SmartArt Review

Insert Navigation Options Position

Header Footer Page # Date Time

Go to Header Previous Section Different First Page Link to Previous

Go to Footer Next Section Different Odd & Even Pages Hide Body Text

Header from Top: 0.5

Footer from Bottom: 0.5

May 2012

Advisory Committee:

Sharon L. Ashworth, Assistant Research Professor of Cell Biology, Co-advisor  
Alireza Sarvestani, Assistant Professor, Mechanical Engineering, Co-advisor  
Mark E. Haggerty, Rezendes Preceptor for Civic Engagement, Honors College  
Dorothy E. Croall, PhD., Professor of Biochemistry  
Robert Gundersen, Chair and Associate Professor of Molecular and Biomedical Sciences

Footer -Section 1- Close

Delete!



It will do the same for the third section. Super helpful, right?

Not really.

But, easily fixed.

6. Double click the space near the page number on the first page of section three. Make sure the “Link to Previous” button is not selected. Close the header or footer.

7. Once again, follow the steps to format the page numbers in section three. Make sure Arabic numerals is selected and the numbering starts with 1.

angiogenic endothelial cell migration can be induced by a variety of soluble factors including vascular endothelial growth factor (VEGF) growth factor  $\alpha$  (TGF- $\alpha$ ) (Strömblad & that chemotactic stimuli that haptotaxis, or direct matrix (ECM) proteins, few studies conducted t angiogenic endothelial degrade the surrounding continuous degradation of the ECM create migrating endothelial cells occupy and the

Number format: 1, 2, 3, ...

Position: Bottom of page (

Alignment: Center

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

Start at: 1

Cancel OK

Any questions?

Contact an Honors College Associate  
for help:

<http://honors.umaine.edu/people/>