Adding page numbers

Below are the steps to help you with the numbering of pages (Roman Numeral for preliminary pages and Arabic numerals for the chapters.

Step 1: Divide the document into ‘Sections’

Section for Roman Numerals (As per BUiD standards numbering in Roman Numerals start from the table of contents page)

- Put the cursor in front of the table of contents page.
- From the Page Layouts tab at the top, click on break
- Select Next page from the section breaks.

Now you have created a section for the Roman Numerals.

Section for Arabic Numerals (As per BUiD standards numbering in Arabic Numerals start from this the first chapter of your dissertation)

- Put the cursor in front the first letter in the chapter page.
- From the Page Layouts tab at the top, click on break
- Select Next page from the section breaks.

Now you have created a section for the Arabic Numerals
Step 2: Breaking the connections between the two ‘Sections’ that you have created

- Put the cursor on the table of contents page.
- From the **insert tab** at the top, click on **footer** and select **edit footer**
- The cursor will move to the footer area

![Image of footer settings in Microsoft Word](Image)

- Unlink this sections footer by clicking on the **Link to previous** found under the header and footer tools **Design option**

![Image of unlinking footer options in Microsoft Word](Image)

- Then put the cursor in the header area of the same page and click the **Link to previous** again.
- Next move to the Chapter 1 page and repeat the same steps in the footer and header areas of this page.

You have completed unlinking the 2 sections that you have created.

You can now number the table of contents with Roman numerals and the chapters with Arabic numerals.