

Inserting Page Numbers into Your Paper

APA format dictates that page numbers should be Arabic number in the upper right hand corner. The first four pages (Title Page, Signature Page, Table of Contents and Abstract), however, are different. They are numbered in the middle of the page at the bottom using i, ii, iii, iv. The rest of your paper will be numbered using Arabic numerals (beginning with 1) in the upper right corner of the pages.

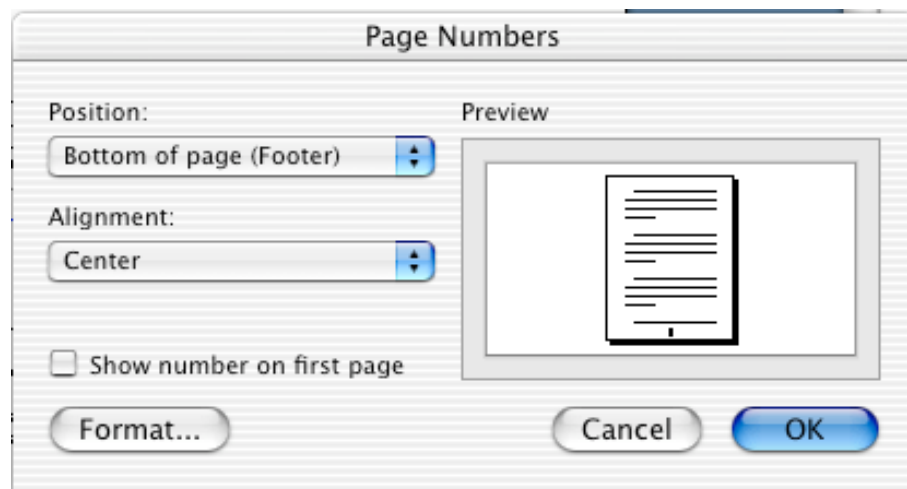
Below are the directions for inserting these page numbers using Word:

Insert Section Break Before Your Introduction

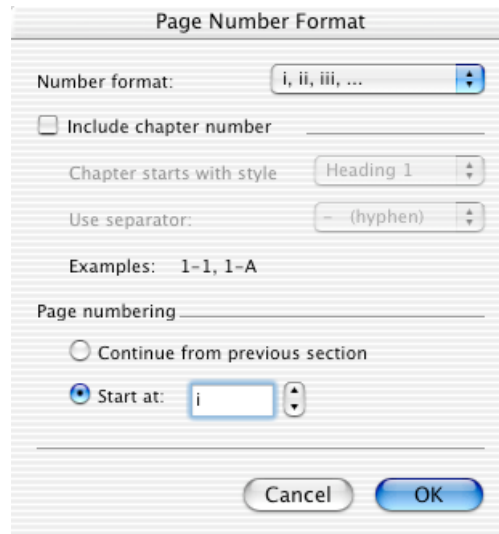
1. Move the cursor in front of the title “Introduction” on your 5th page. (At the beginning of your paper. This should be the first word in your actual research text.)
2. Insert a Section Break (Next Page) here (Word Menu: *Insert > Break > Section Break (Continuous)*) (This separates the two sections of your paper that need to be numbered differently AND begins your Introduction on a new page. If you already have inserted a Page Break here, you will have to remove it. This inserted Section Break replaces it.)

Inserting the Lower Case Roman Numerals (ii) into Your Paper.

1. Move the cursor to your title page (first page). (This will place you in the first section of your paper.)
2. Select *Insert > Page Numbers* from your Word Menu.
3. The Page Numbers dialog box will appear:



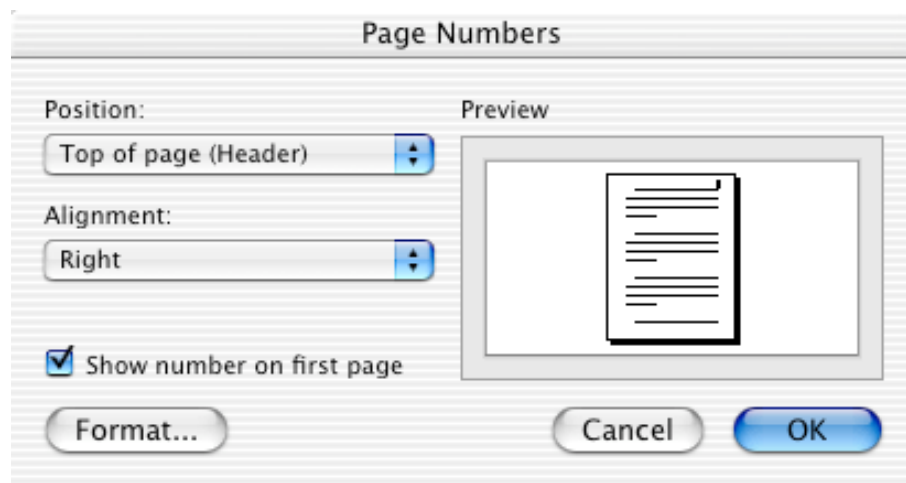
4. Position it at “Bottom of page (Footer)” and with a “Center” alignment. Deselect the “Show number on first page.”
5. Make certain that the “Show number on the first page” option is NOT selected.
6. Click on the Format button. The Page Number Format dialog box will appear:



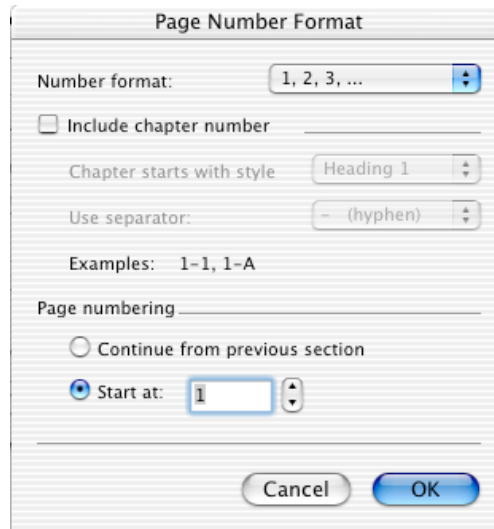
7. Select the “Number Format” as “i, ii, iii . . . “ and set the “Page numbering” to “Start at i”. Click the OK buttons to return to your document.
8. Select the Page Layout View (*View > Page Layout*) and you should see page numbers throughout your paper. These page numbers will begin at ii on the second page. You may find Arabic numerals in the second section. Don’t worry about them. We will fix those later.

Inserting the Arabic Numbers in Your Paper.

1. Move the cursor to the second section of your paper (First line after the Section Break that you inserted earlier.)
2. Select *Insert > Page Numbers* from your Word Menu. The Page Numbers dialog box will appear:



3. Select Position: “Top of page (Footer)” and Alignment: “Right”.
4. Make certain that the “Show number on the first page” option IS selected.
5. Click on the Format button. The Page Number Format dialog box will appear.



6. Select the “Number Format” as “1, 2, 3, . . . “ and set the “Page numbering” to “Start at 1”. Click the OK buttons to return to your document.
7. Select the Page Layout View (*View > Page Layout*) and you should see page numbers in the right top corner of your pages.
8. Save your file.

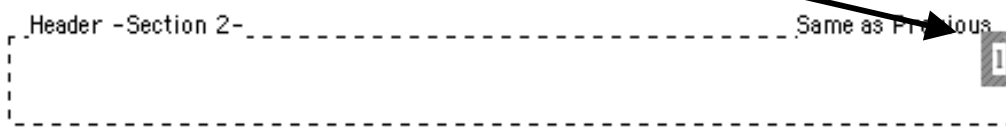
If You Have the Wrong Numbers on the Wrong Pages

You may now have some misplaced page numbers. You may have page numbers in the upper right corner of the first section or you may have page numbers centered in the footers of the second section. This is a problem that seems to be built into Word. Here are some tips for fixing those problems.

1. Move your cursor back into the second section. Click on a word in the text.
2. Open the Header and Footer toolbar. (*View > Header and Footer*)

The Header and Footer boxes will appear in the document.

3. Click on the page number in the Header box.



4. The “Same as Previous” icon will probably be highlighted. Click on the icon to deselect it.



5. Scroll to the second page of the first section of the document. You will find “ii”. Click on the “ii” once. A box will appear around it. Click on the box and 6 black boxes will appear. Press the Delete key to remove the “ii” from the header.
6. Scroll back down to the second section.
7. Move to a Footer box in the second section.
8. Click on the Arabic numeral (probably 1)
9. The “Same as Previous” icon will probably be highlighted. Click on the icon to deselect it.
10. Delete the Arabic numeral.
11. Save your file.

Select the Page Layout View (*View > Page Layout*) and you should see all of the page numbers in the proper places.

Good Luck