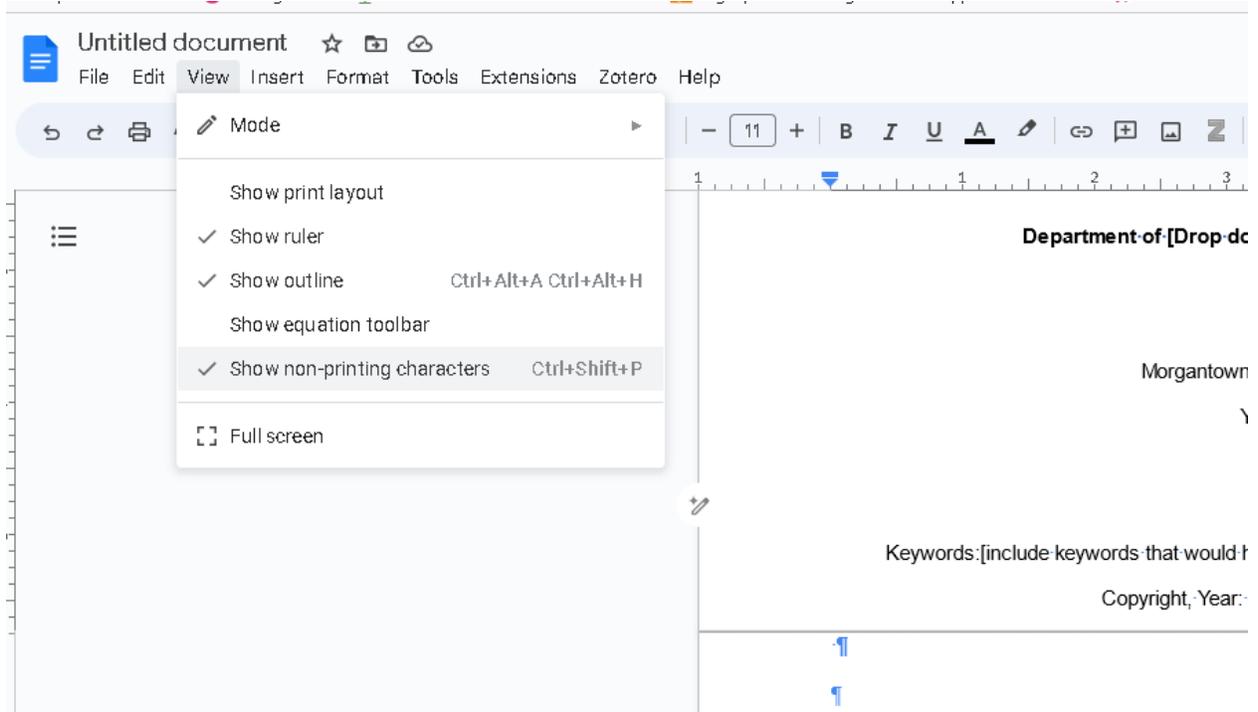


Formatting Page Numbers in Google Docs

Unfortunately, Docs does not currently support Roman Numerals for page numbers. In order to insert Lower Case Roman Numerals (eg. iii, iv, v) You will need to put a section break at the end of each page in your preliminary section, including pages where no numbers should appear. Next, you will need to manually add the first roman numeral on the first of those pages. Then on each of the subsequent pages, UN-check the box for "Link to previous" and manually add the remaining roman numerals.

1. First, from the View Menu select "show non-printing characters "

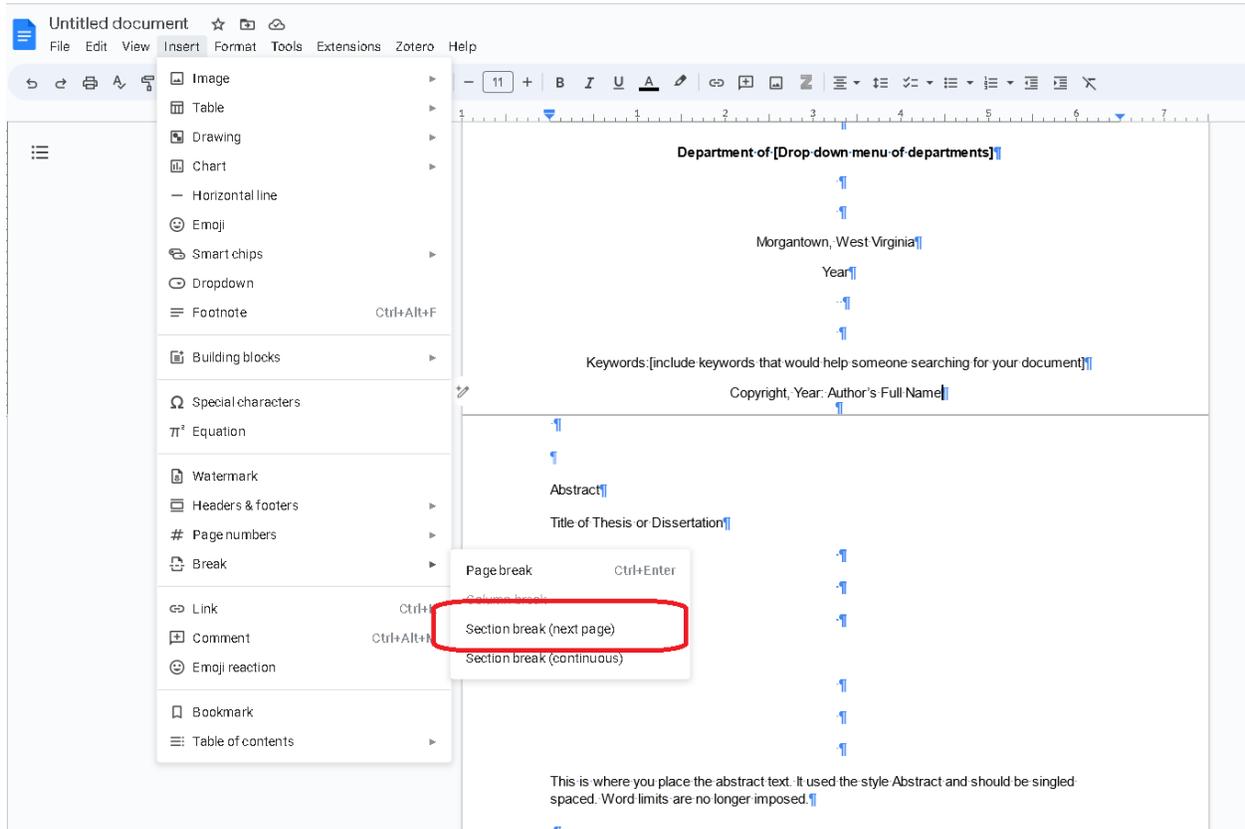


2. To insert Section Breaks:

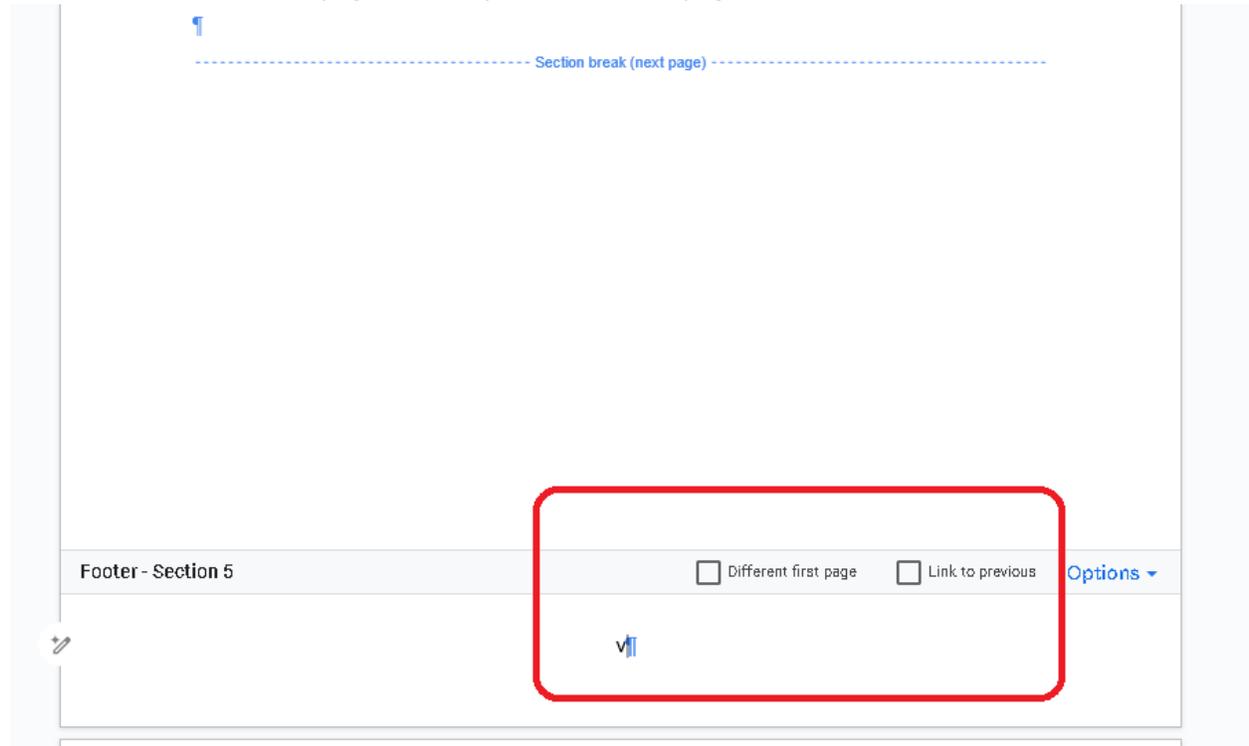
From the Insert Menu, insert a Section break (next page) after your name on the title page.

And then Insert a Section break (next page) at the end of your Abstract text.

You will then do this at the end of every page in your preliminary section.



3. You will then have to click into the footer separately for every page in the preliminary section. Make sure that Different first page and Link to previous section are not selected.
4. Starting on the page after your Abstract, you will then you insert the lower case roman numeral (most likely starting with iii) and format it to appear in the same location you want your page numbers to appear in the main body of your document. You will repeat that process until you have numbers all of your preliminary pages. Remember that the no page numbers appear on the Title and Abstract pages but they are counted as pages i and ii



5. On the First Page of your Main Body in the footer select Options and then Page Numbers

space. Another style, no indent, removes the first line indent from text and images. In the preliminary sections there is preliminary bold, and normal which keep the text single spaced.

Heading Levels

You may have noticed that the Heading 3 style is left aligned, rather than the center alignment that Headings 1 and 2 use. That is an intentional design choice to help you differentiate different sections of your ETD.

You don't need to adjust any of the formatting with the Headings that are included, but you can modify them. This includes the number of spaces before or after the Headings, You may notice that each level of heading has slightly less space after it than the heading preceding it. If you

Footer - Section 6 Different first page Link to previous **Options**

- Footer format
- Page numbers**
- remove footer

6. From the Page Numbers Menu Select
 - a. This Section Forward; Footer; Make sure Show on first page is selected and finally Start at 1

