Formatting page numbers in WVU ETDs.

WVU requires that the page numbers on the Title Page and Abstracted as suppressed. But they still count as pages i and ii of the preliminary pages.

Microsoft Word:

1. First turn on the paragraph marks. This allows you to see the hidden characters and other formatting information in your word document:

2. You are then going to insert a Section Break:Next Page at the bottom of your title page:
   a. Place your curser after your name.
   b. Go to the layout menu. In the Page Setup section select Breaks. From the Drop down menu select “Next Page”

After you have inserted the section break the bottom of your title page you should see a Section Break (Next Page) adjacent to your name as shown below
3. You will then do the same thing at the end of the Abstract page.

4. On the page following your abstract Click into the footer. This will open the Header & Footer menu.
   a. From the Header & Footer menu select insert Page Numbers. In this example we are inserting plain page numbers centered at the bottom of the page, but you can place the page numbers in your preferred location.
5. After you have inserted the page number, Right Click (cntrl click) on the page number and select “Format Page Numbers…” from the menu.

6. From the dialog box select lower case roman numerals and select with the radio button continue from previous section and click Ok.
7. Scroll up to the Abstract and Title Pages. If you see page numbers select Different First Page from the Header & Footer Menu.

You may have to do that on both the Abstract and Title Page.

8. Close the Header and Footer.

9. Next we are going to ensure that your ETD switches to Arabic numerals for the main body of the document starting with page 1. Start by going to the last page of your preliminary section and insert a Section Break Next Page.

Often the last page of your preliminary section is the Acknowledgement, Dedication, or Preface. But it can be the bottom of your Table of Contents or your list of figures or list of tables.
10. Go to the first page of the main body of your document.
   a. If this page starts with 1 you are finished.
   b. If there are no page numbers, insert page numbers as show above and follow the
      instructions in c below.
   c. If you see a page number other than 1; right click on the page number and select
      Format Page Numbers from the menu.

From the Dialog Box you will then select Arabic Numerals and using the radio buttons select
Start At Page 1

Click Ok and then Close the Header & Footer menu