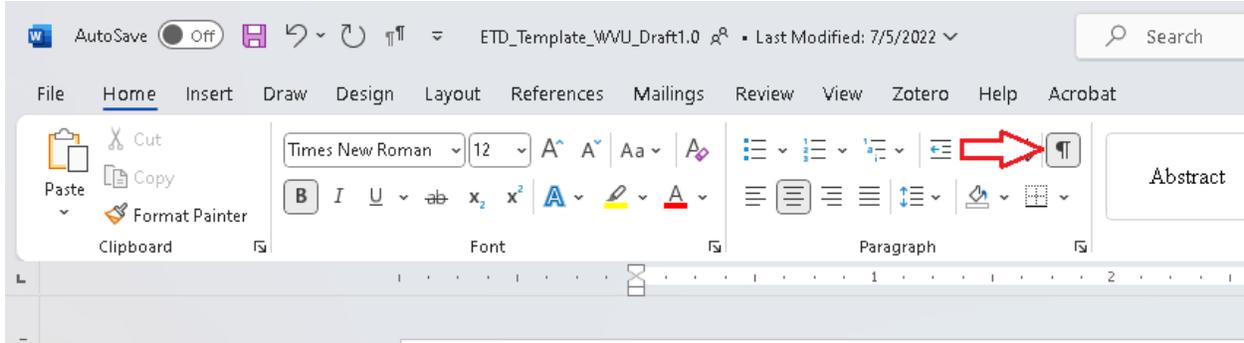


Formatting Page Numbers in WVU Electronic Theses & Dissertations

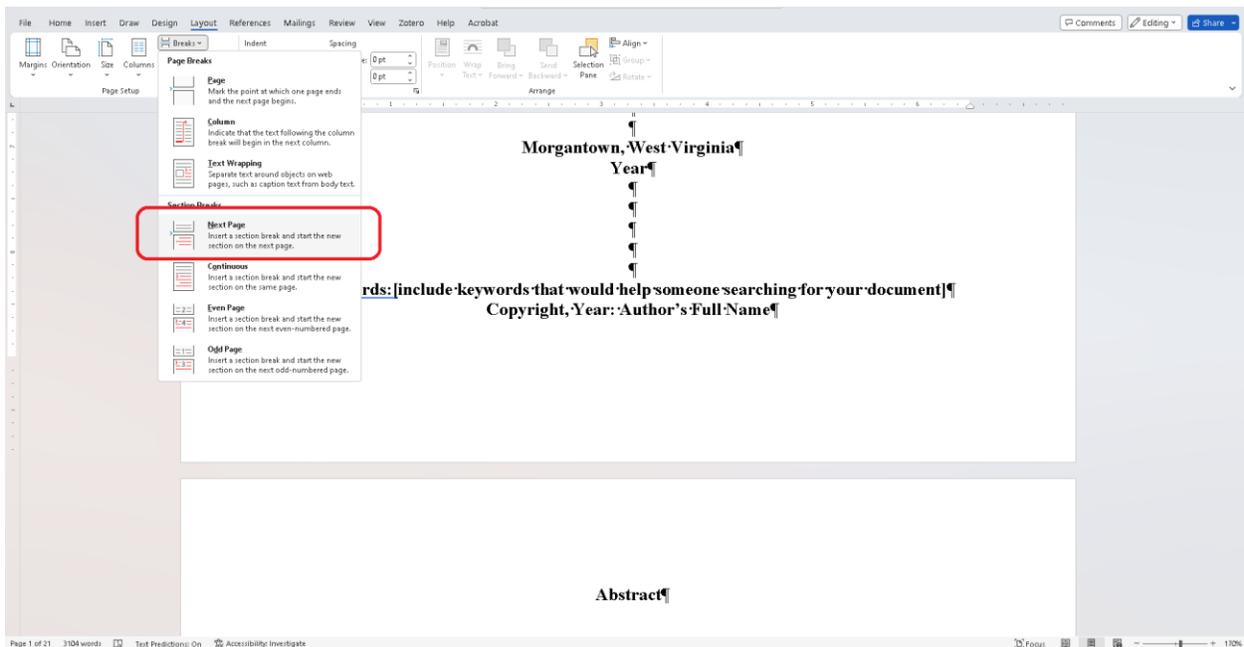
WVU requires that the page numbers on the Title Page and Abstract page be suppressed. They still count as pages i and ii of the preliminary pages, but will not be displayed.

Using Microsoft Word:

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



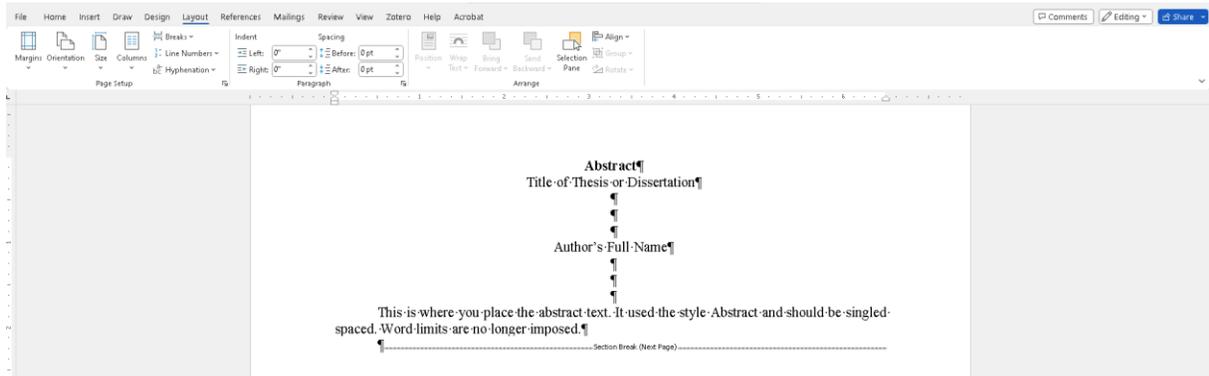
2. Insert a "Section Break: Next Page" at the bottom of your Title Page:
 - a. Place your cursor after your name.
 - b. Go to the layout menu. In the page setup section select "Breaks."
 - c. From the drop down menu select "Next Page."



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.

Keywords: [include keywords that would help someone searching for your document]¶
Copyright, Year: Author's Full Name¶

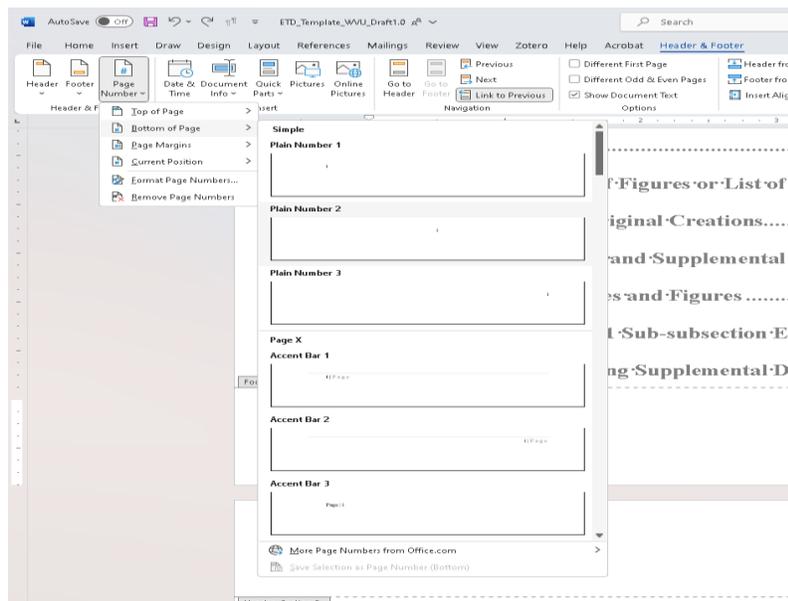
3. Repeat process at the end of the Abstract page.



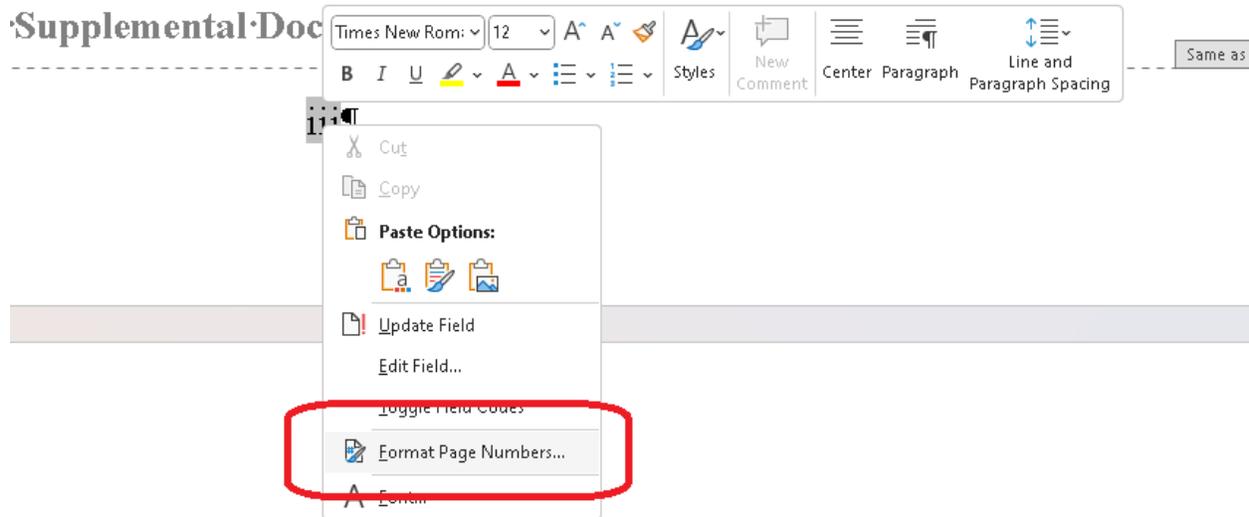
4. On the next page (after Abstract), open the Header & Footer menu.

a. From the Header & Footer menu, select insert "Page Numbers."

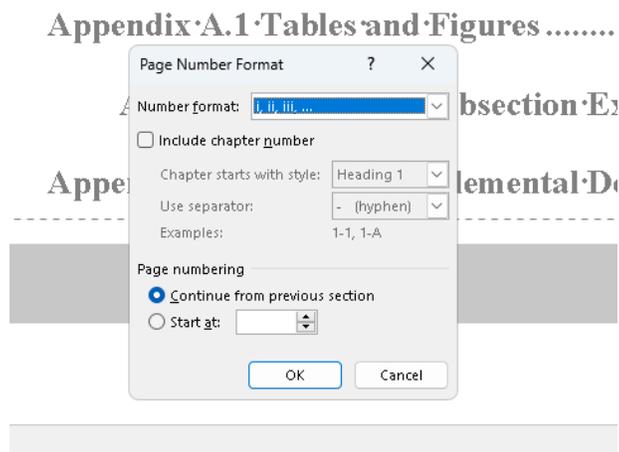
b. In the example below, plain page numbers centered at the bottom of the page, but you can place the page numbers in your preferred location.



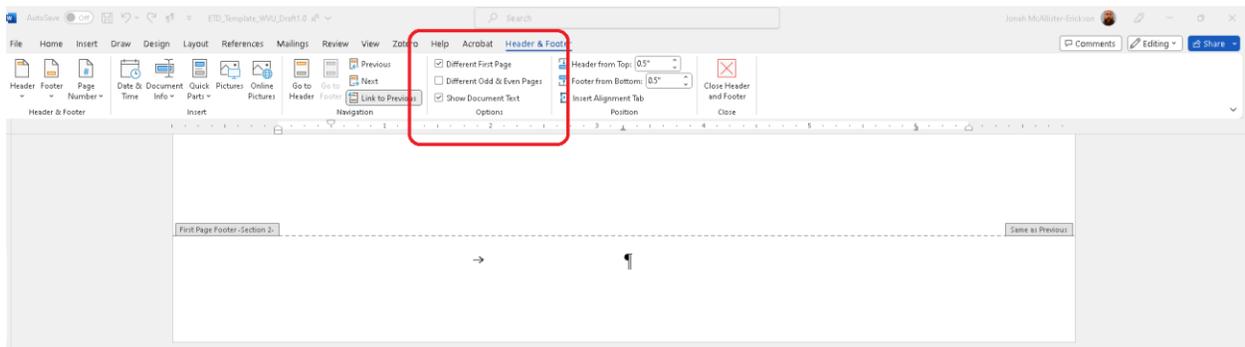
5. Right Click (cntrl click) on the page number and select "Format Page Numbers" from the menu.



6. From the dialog box, select lower case Roman numerals and the radio button "continue from previous section" and click "OK."



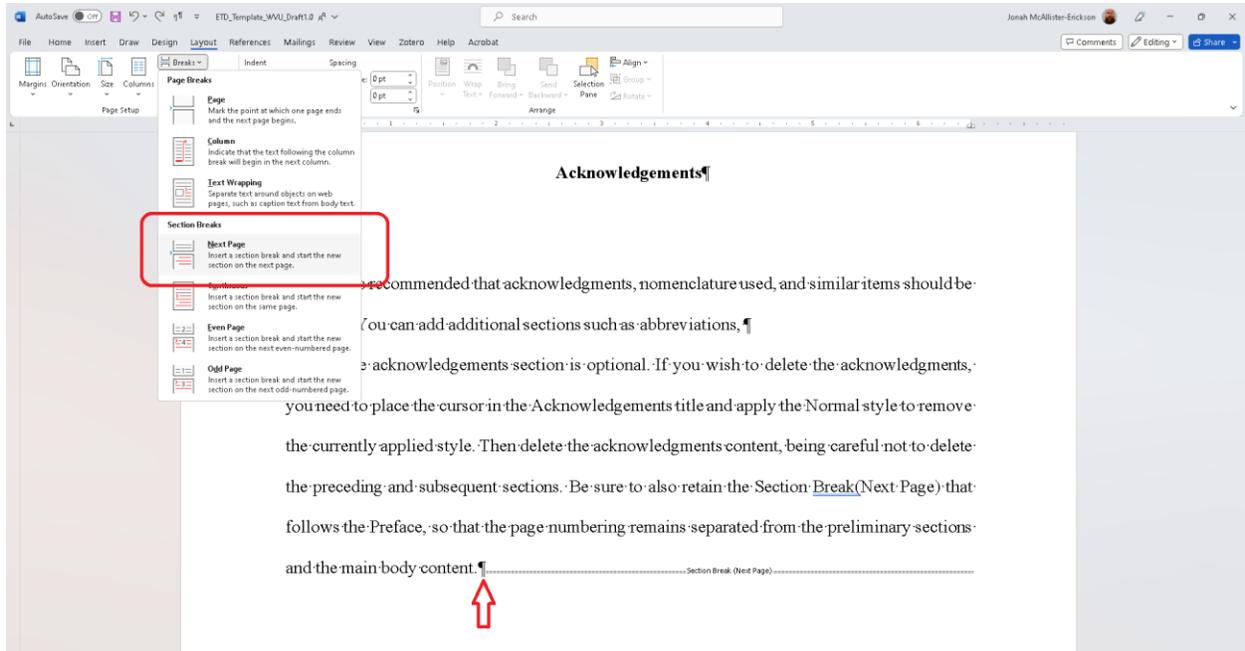
7. Scroll up to the Abstract and Title Pages. If you see page numbers, navigate to the "Header & Footer" menu, and select "Different First Pages".



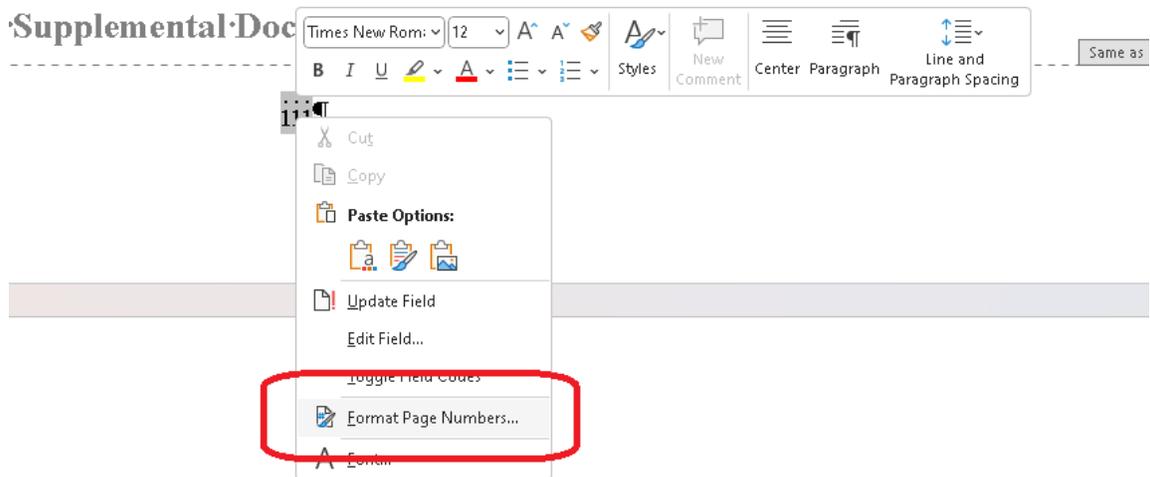
8. Close the Header and Footer

9. Next ensure that your ETD switches to Arabic numerals for the main body of the document starting with page 1.

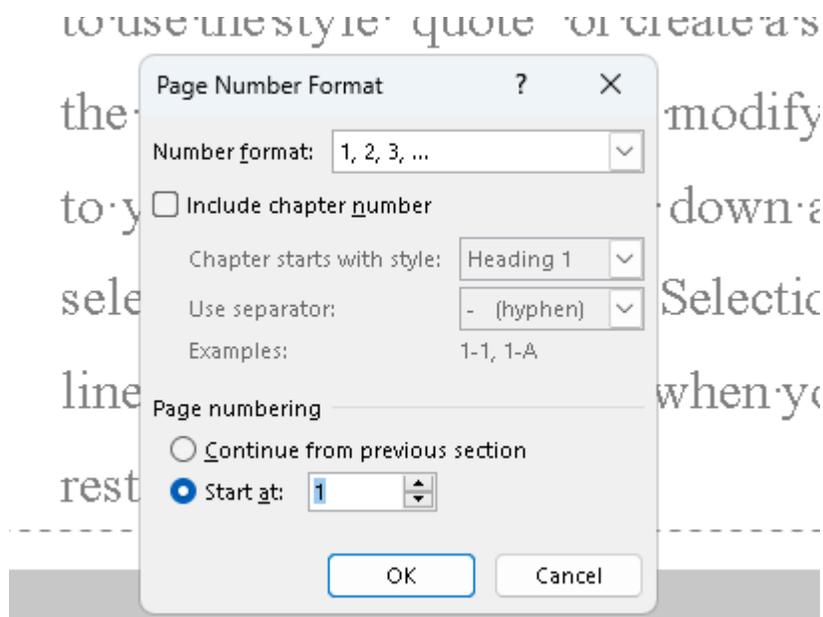
10. Navigate to the last page of your preliminary section and insert a "Section Break: Next Page."



10. Navigate 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



11. Click "OK" and close the "Header & Footer" menu.