

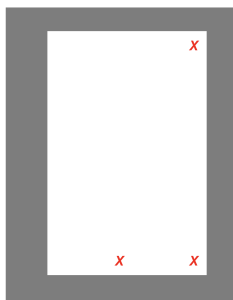
Last updated April 2019

[Return to *Formatting Your Dissertation in Word* Homepage](#)

Formatting Page Numbers

For current guidance from the University of Minnesota Graduate School, see [Graduate School Dissertation and Thesis Guidelines](#) (PDF).

About pagination



Where do I place the page numbers?

- You may place page numbers:
 - In the upper or lower right-hand side of the page
 - In the bottom center of the page
- It is not acceptable to have page numbers:
 - on the left-hand side of the page
 - within any of the margins



Does every page require a page number?

- No -- there are different requirements for some pages:
 - No numbering on title and copyright pages
 - Lowercase [roman numerals](#) on other front matter
 - [Arabic numerals](#) on the rest (which is the focus of this tutorial)

Your turn: Format page numbers

In a previous tutorial in the *Formatting Your Dissertation in Word* online workshop we learned how to [set margins](#). In this tutorial we will work with a document that has its margins set to Graduate School specifications.

In this tutorial you will place page numbers in the lower right-hand side of the page.

You are welcome to use your own document, or [work with our sample document](#).

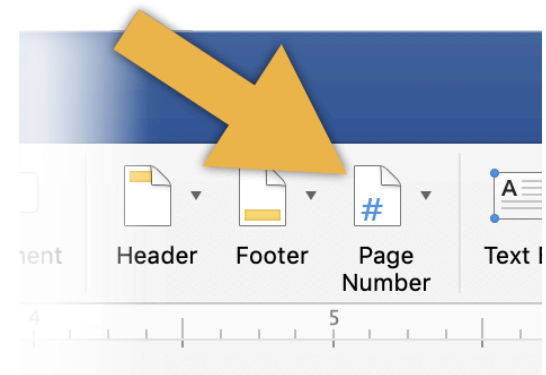
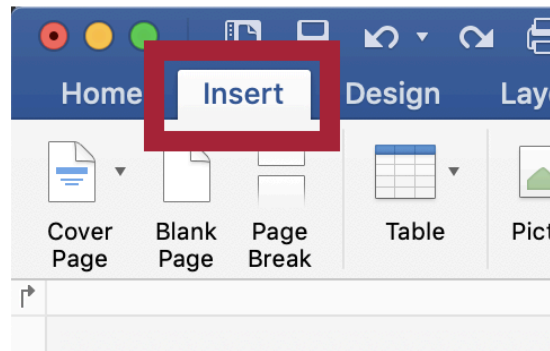
ny could offer distance
In January of 1999,
distributed throughout the
. The transition went
artners from the start, and also
s are greatly similar.

ny could offer distance
In January of 1999,
distributed throughout the
. The transition went
artners from the start, and also
s are greatly similar.

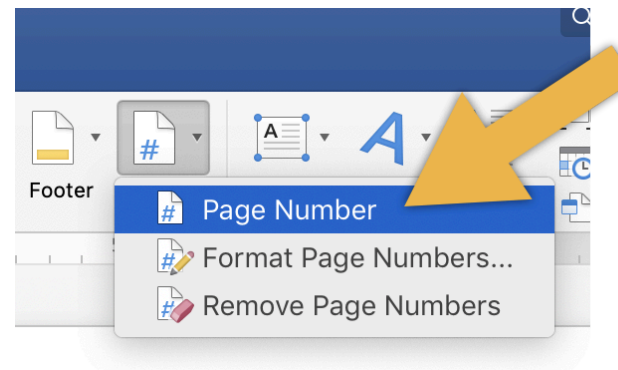


1

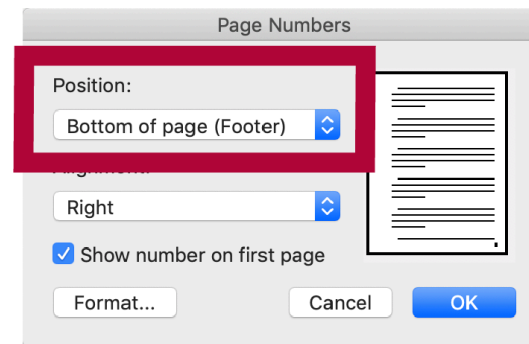
Step 1: In the **Insert** tab, choose **Page Number**



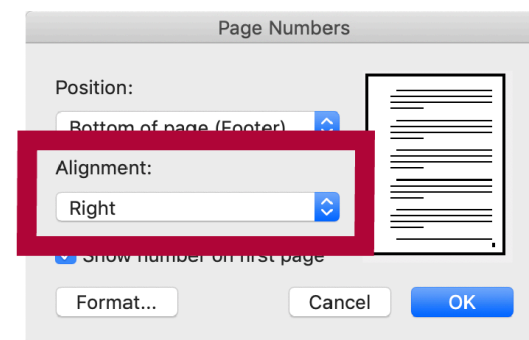
Step 2: Select **Page Number** from menu



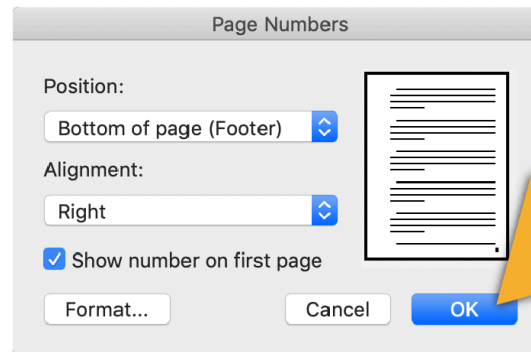
Step 3: In the **Page Numbers** dialog box, in **Position**, choose **Bottom of page**



Step 4: In the same dialog box, in **Alignment**, choose **Right**

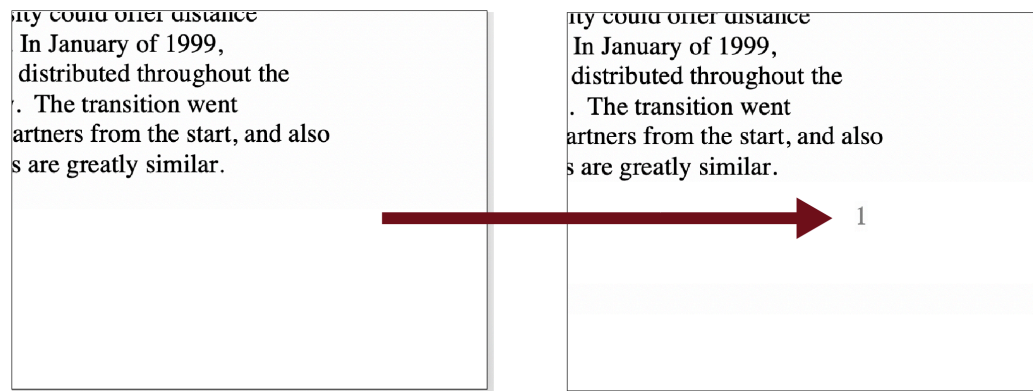


Step 5: Choose **OK** (this is the final step)



Done!

You have successfully placed page numbers in the lower right-hand side of the page.

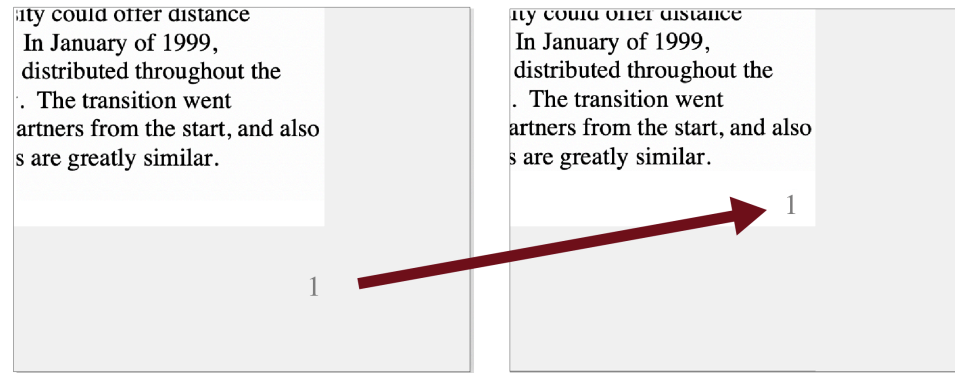


Your turn: Modify page number location

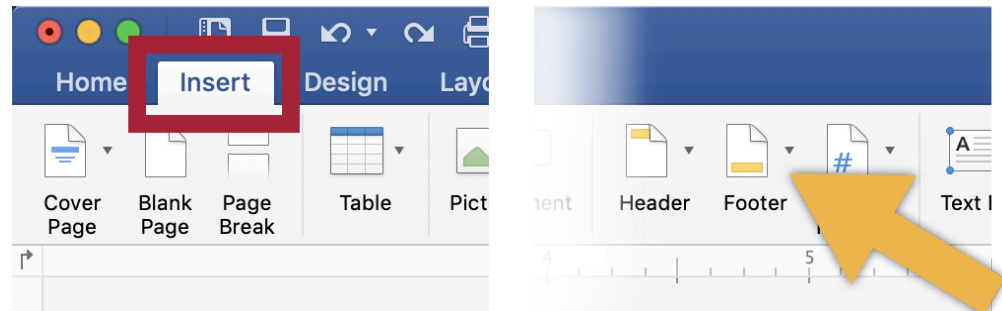
The graduate school specifies that no content can be in the margins. In the next steps you will move the page numbers to an acceptable location in your document.

In this tutorial you will move the page numbers so they are not within the margins.

You are welcome to use your own document, or [work with our sample document](#).



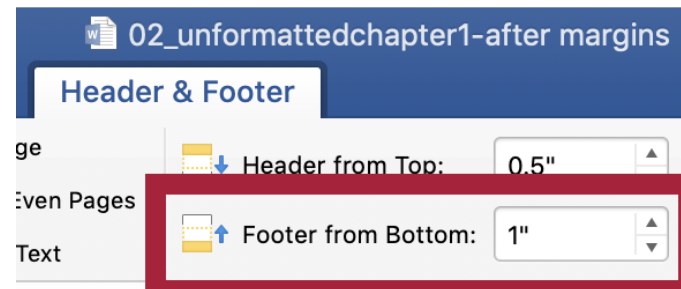
Step 1: In the **Insert** tab, choose **Footer**



Step 2: At the bottom of the **Footer** menu, choose **Edit Footer**

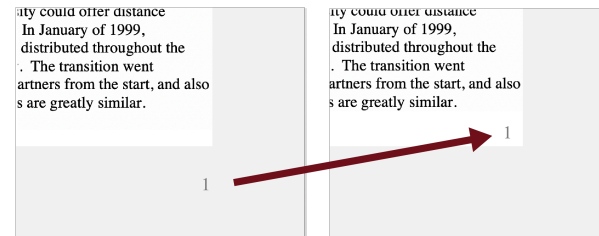


Step 3: In the toolbar, adjust **Footer from Bottom** to 1 inch (this is the final step)



Done!

You have successfully adjusted the page numbers so they are not within the margins.



Learn more

- [Insert page numbers](#) from Microsoft

[← Previous tutorial: Setting Margins](#)

[Next tutorial: Changing Fonts and Spacing with Styles →](#)