The requirements of your research paper include placing page numbers in different locations in the various sections. The title page has no page number. On the first page, the page number is centered in the footer at .75 inches from the bottom. On the following pages of the body section, page numbers are located at the upper right in the header, 1 inch from the top and 1 inch from the right. On the first page of the Bibliography, the page number is back at the center bottom of the page, .75 inches from the bottom with the following pages of the Bibliography numbered at the top right, 1 inch from top and right.

If you have turned off the paragraph symbol ¶, go back to the Home tab in Word, click on the paragraph symbol ¶ to turn the codes on.

This symbol ¶ shows the codes in the Word document. After you are done with formatting your paper, you can turn them off by clicking on the paragraph symbol ¶ again, but it is useful to turn them on while creating the settings needed so that you can see what is happening. If you leave them on and print, they will not show up on your printed pages.

To begin, click in the second section before the section break so that your cursor is position on the page after the title page.

If you are beginning from here, see Formatting Part 1, bottom of page 1.
On the **Insert** tab, click on **Page Number**, then on **Bottom of Page**, click on the second option, **Plain Number 2**.

Your document should now look like the image below.

Your cursor should be flashing in the footer of the page 2. Click on **Link to Previous** in the tool bar – you are unlinking this footer on page 2 from the footer on page 1.
The Link to Previous should now be ‘un-highlighted’.

Select the page number on page 2:

On the Design tab, click on Page Number then on Format Page Numbers.

In the second section, Page Numbering, of the pop up, change to “Start at: 1” and click OK.
You now have 2 pages that have page number 1 in the footer.

1. Select the page number on the first page (your title page) and delete.

2. Select the “1” on the second page, which is now your page number 1, and in the Design tab, change Footer from Bottom to .75 inches.
1. Skip the third section with page number 2 for now, and select the number 3 in the footer of your fourth section.

2. On the Design tab, change the Footer from Bottom to .75 inches, and then click on Link to Previous to unlink this section from the sections before it.

3. Now you can select the number 2 in the footer of the third section and delete it.

4. Select the number 4 in the footer of the last section. Click on Link to Previous to unlink this section’s footer from the previous sections and delete the page number 4 from the footer in the last section.
Now we will add the page numbers to the headers at the top right of sections 3 and 5. It is a similar process to what we did for the page numbers of the footers.

1. First, click in the header of section 3,
2. and on the Design tab,
3. click on Link to Previous to unlink from previous sections’ headers.

4. On the Design tab, click on Page Number in the Header & Footer section,
5. and then under Top of Page, select the third option, Plain Number 3.

On the Design tab, in the Position section, change the Header from Top to 1 inch
1. Select the number 3 in the header of section 4, and on the Design tab, click on Link to Previous to unlink from previous sections’ headers.

2. Then delete the number 3.

Click in the header of section 5, and on the Design tab, click on Link to Previous to unlink this section’s header from the previous sections’ headers.

3. And set the Header from Top to 1 inch.
Then insert the page number on this page. On the **Design** tab, click on **Page Number** in the **Header & Footer** section of the tool bar, then under **Top of Page**, choose **Plain Number 3**.

You now have page numbers in the correct positions on the appropriate sections.

There is one final step, which is change the font of the page numbers to Times New Roman, 12 pt.

To do this: select each page number, and then click on the **Home** tab, and change to **Times New Roman** and **12pt**.

Remember to do this for each page number.

When you are done, you can close out of the header or footer to get back into your document to type in a couple of ways. You can double click in the page in the body, or

…on the **Design** tab, click on **Close Header and Footer**.