Step by step instructions for layout for Theology papers
Part 2- Setting up the pagination (Mac)

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 right.

If you have turned off the paragraph symbol, go back to home, and at the top click on the paragraph symbol to turn the codes on.

This symbol shows the codes in Word documents. 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.
On the documents elements tab, select page#, under the alignment box, select center. The position should be at the bottom of the page (footer).

Your document should now look like the image below. Your cursor should be flashing in the footer of page two.
Double click in the footer of page two, and then click the box that says Link to previous to turn it off. The link to previous should not be unchecked.

On the document elements tab, click page#, then click on format at the bottom.
In the second section, page number format, of the pop up, change to “start at: 1” and click OK.

You now have 2 pages that have 1 in the footer.
Now, select the page number on the first page and delete. Select 1 on the second page, which is now your page number 1, and double click on the 1. Change the position on the bottom to .75 inches.

Skip the third section with page number two for now, and select the number three in the footer of your fourth section. Then make sure that the link to previous is unclicked from the sections before it. Now you can select the number two in the footer of the third section and delete it. Select the number four in the footer of the last section. Make sure link to previous is not checked from the previous sections and delete the page number four 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. Double click on the header of section 3, 2. Under header and footer, click on link to previous to unlink from the previous sections’ headers.

On document elements, select page#, and then on the box alignment, select right and press OK.

Then double click on the 1; under header and footer, the top position should be at 1 inch.

Select the number 3 in the header of the section3, and on the header and footer tab, make sure link to previous is unchecked to unlink from previous sections’ headers, and then delete the number 2.
Double click in the header of section 5 (Green 1), in the header and footer tab, make sure link to previous is unchecked to unlink this section's header from the previous sections’ headers. Then select header from the top to 1 inch. Just like in the picture below.

Then insert the page number on this page. Under the document elements tab, click on page#, and then make sure the box that says alignment have right selected, and then click OK.

Remember to do this for each page number. When you are done, you can click on the paper to exit out of the header and footer tab to get back to your regular document.