Formatting Page Numbers for the GSBMS Literature Review, Master's Thesis or Dissertation in Word Office 365, 2010 and 2007

1. Click just after the final word of your prefatory pages (between the two parts of your document that you want to number differently).
2. On the Page Layout tab, click Breaks.
3. Under Section Breaks, click Next Page.
4. Click just after the final word of your prefatory pages.
5. On the Insert tab click Footer and then click Edit Footer.
7. Click Bottom of the Page and choose Plain Number 2 (ie. bottom center).
9. Click Format Page Numbers. Under Number format choose i,ii,iii and under Page numbering choose Start at i. Click OK. The number i will appear.
10. On the Header & Footer Tools tab check Different First Page. The number i will disappear.
11. On the Header & Footer Tools tab click Next in the Navigation Group until you are in the header for Section 2.
12. On the Header & Footer Tools tab click Page Number then Format Page Numbers and choose 1,2,3 and choose Start at 1. Click OK. The number 1 will appear.
13. On the Header & Footer Tools tab check Different First Page. The number 1 will disappear.