Page numbers using both Roman and Arabic Numerals

1. Keep **both** the preliminary pages and the body in **one document**.

2. Click on the first page of the document and go to: **Insert**>Page Numbers>Choose top of the page>Choose plain number 3 (page # on the right)>Press the main **Insert** tab again>Page Numbers> Format page numbers. Change number format to "i, ii, iii...". This will number your entire thesis with lower case Roman numerals for all pages.

3. Click on the first page of the body of the thesis (Chapter 1: Introduction) right before the first letter on that page and go to: Page Layout>Page Setup>Breaks>Section Breaks Types. Click on "Continuous".

4. Keeping your cursor on the same page, go back to Insert>Page Numbers> Format page numbers. Change number format to "1, 2, 3..." and click on "Start at 1". This will keep the preliminary pages numbered with lower case Roman numerals and the rest of the thesis numbered with Arabic numerals.

Note: **The cover page should not have a page number; to do so, follow the below steps:**

1. Put the cursor in the cover page.
2. On the **Page Layout** tab, in the **Page Setup** group, click the arrow button on the right bottom corner. The Page Setup window appears>Click on Layout.
3. Select the **Different First Page** check box.
4. Click **OK**.