

Tennessee State University School of Graduate & Professional Studies Pagination Manual

PAGINATION EDITING MANUAL

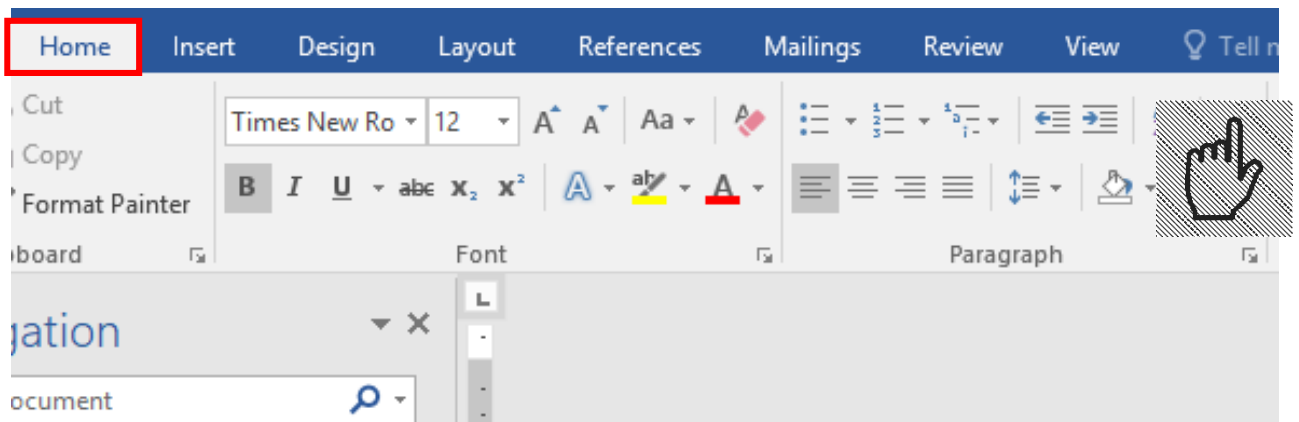
This manual was created by the School of Graduate & Professional Studies of Tennes to adjust the pagination of your Thesis/Dissertation template. It aids the adjustment of page numbers once ALL thesis contents have been copied to template.

Kindly note the following; for the pagination:

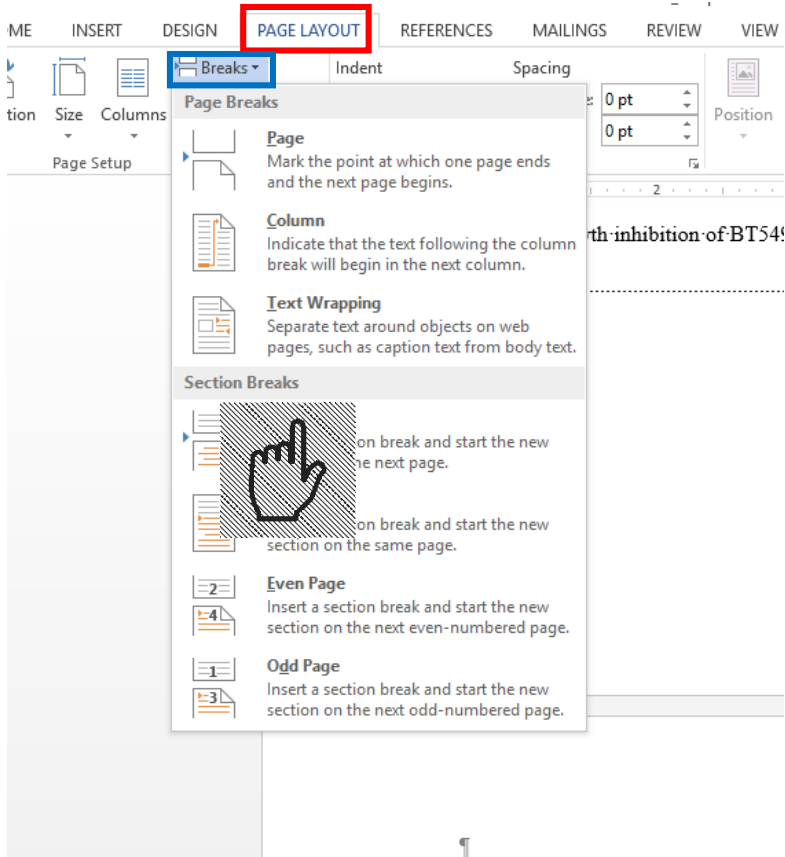
1. Your front page matter usually stays the same with roman figures.
2. Subsequently, observe that the first page in the chapters of the original manual do not have page number.

To correct inconsistent pagination after your contents have been copied.

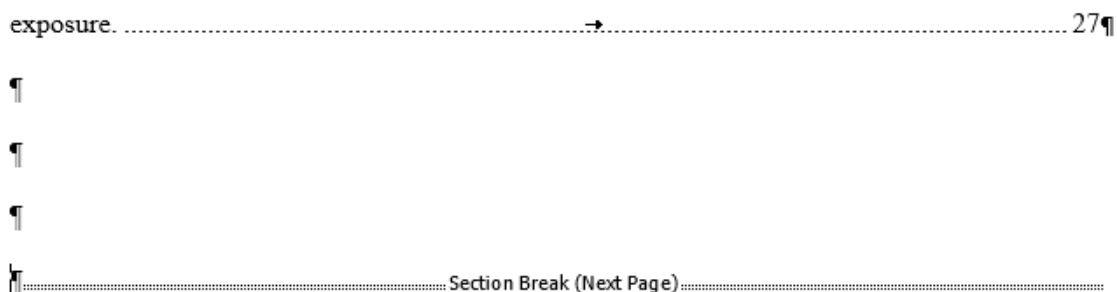
1. Click on the show paragraph '¶' icon from the Home page.



2. Scroll to the last page of your front matter (page before Chapter 1)
Select **Page layout**.
Select **Breaks**
Click on **Next Page break**

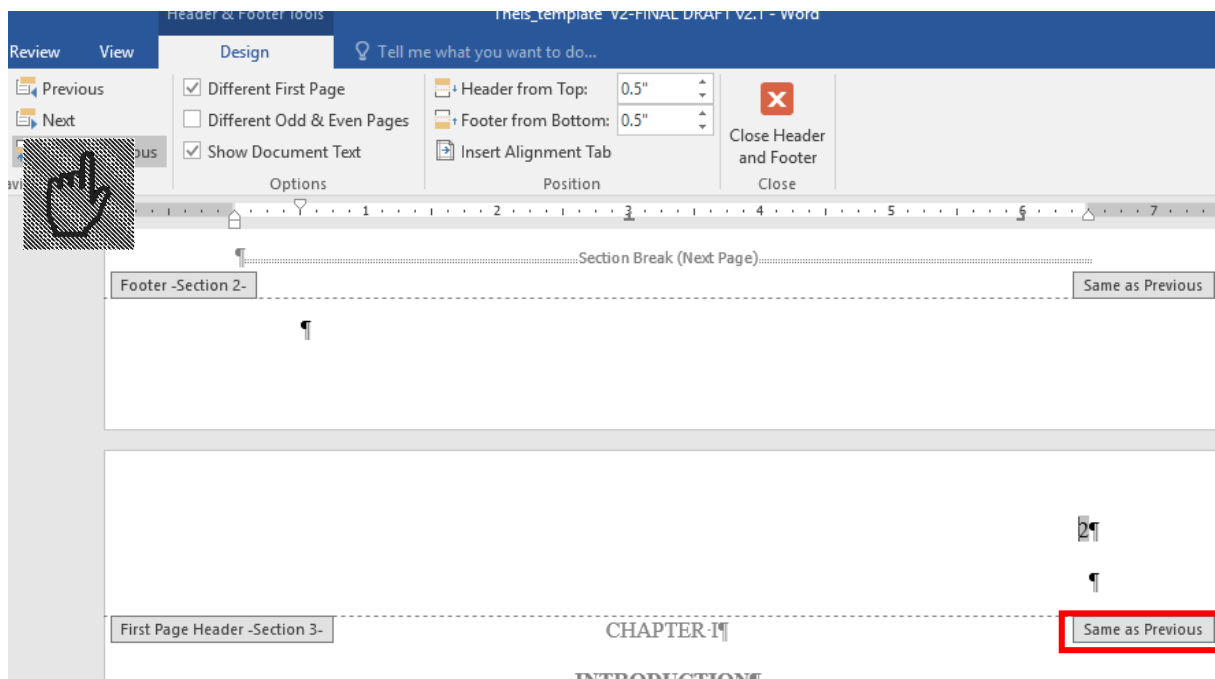


3. Take the **Section break(Next page)** to the bottom of the page by pressing the enter key as Seen below

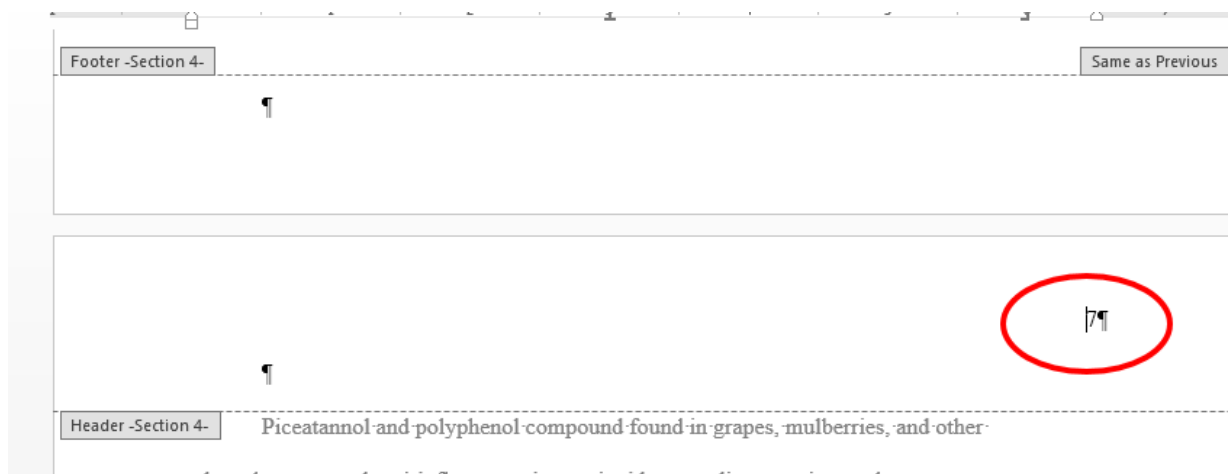


4. Select the header and footer page by clicking the top of chapter page multiple times until the **header and footer** section appears.

5. Select **Same as Previous** from the top of the header.
Select **Design** options under the header and footer
Click **link to previous page**. As shown below:



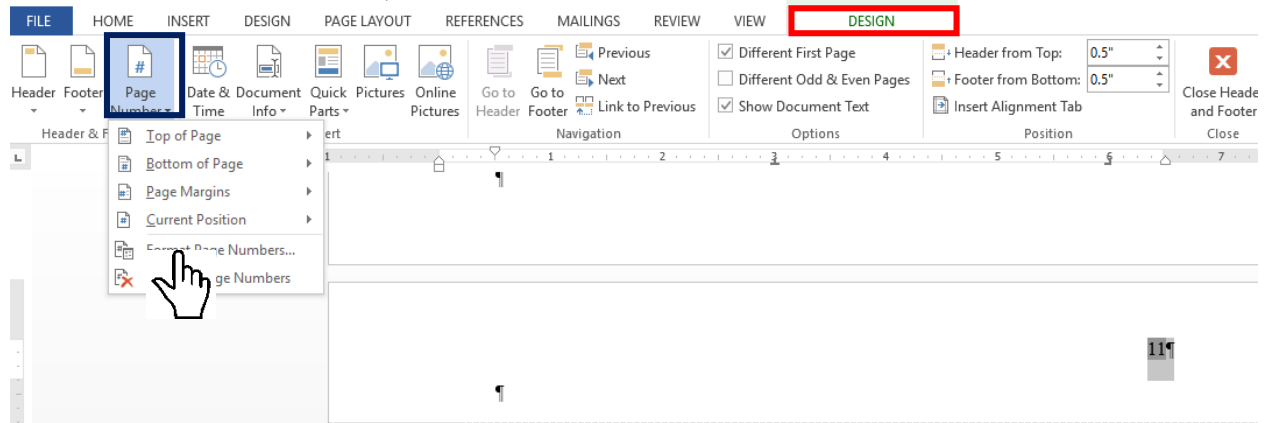
6. If there's a page number on your chapter page select the head of the chapter page and delete the page number at the top of the page.



7. Go to the page after you chapter page, Example; Page 2 After chapter 1
8. While the header and footer option is still open, select the Header & Footer **DESIGN**.

Click on **Page number**

Select **Format page number**

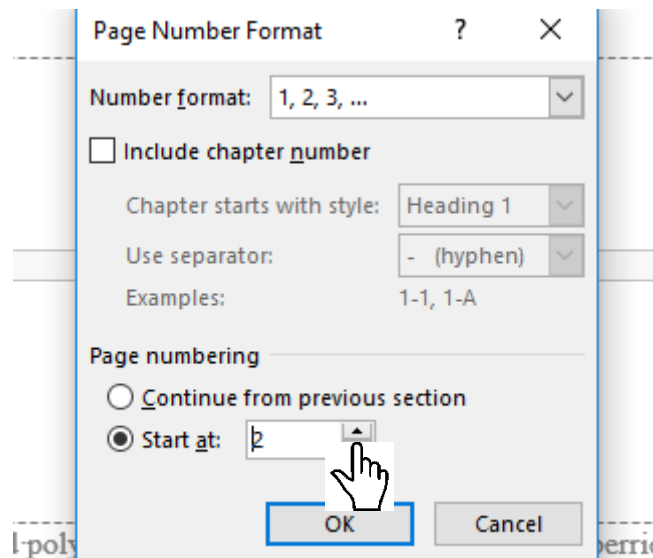


9. When the page formatting dialogue box appears.

Select the **number format**.

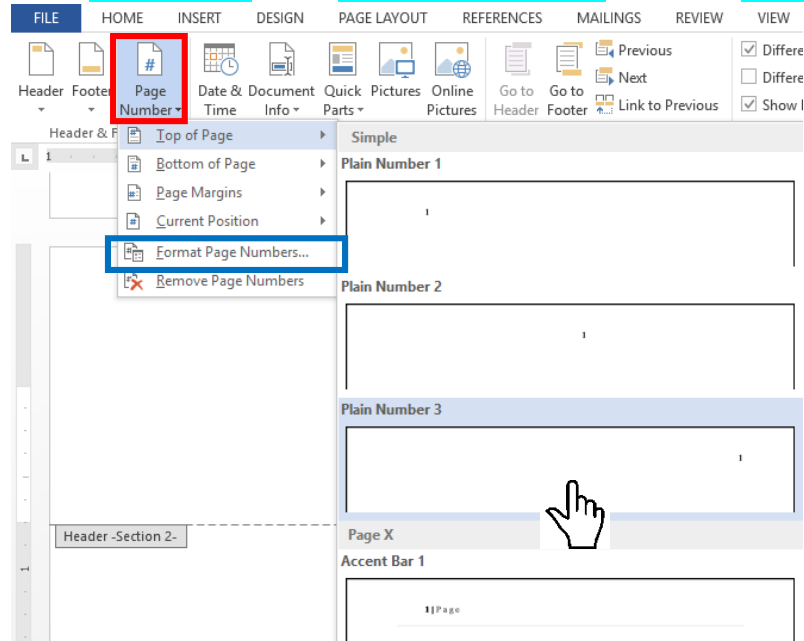
Go to **page numbering** and **select starting at** 2 (in this case for your chapter one), The page number after you chapter page.

Note: Your master page does not have a number.

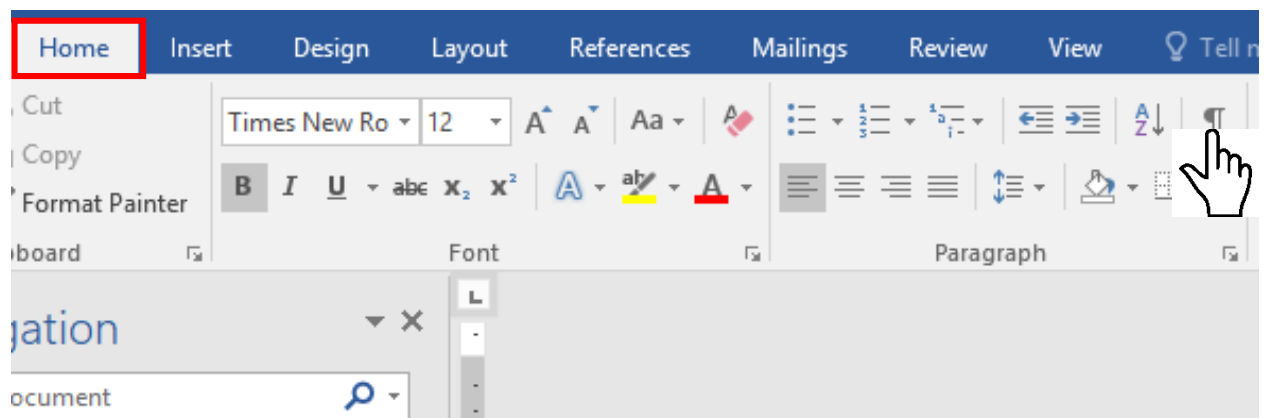


10. Insert the page number on the next page after chapter page. Click at the top of the page till you get to the page header.

Select **Page Number**. Go to **Format Page Numbers** and Select **Plain Number 3**



11. Repeat Steps for Chapters 2, 3, 4, 5. (Delete page number on your chapter page, add page break before chapter page and on chapter page, Format page to start after chapter page, insert page)
12. After all your editing please remove the paragraph sign.



Thank you for using the manual. We Hope it was helpful.