

PAGINATION IN WORD FOR D.MIN. PROJECTS

ONE DOCUMENT

Combine all files for your project paper into one file document in the proper sequence: front matter, chapter text, back matter (see “Format Guidelines for D.Min. Project” for sequence of front matter pages).

SECTION BREAKS

In the front matter, place a section break at the bottom of the blank approval form page (the first three pages of the project are the title page, copyright page, and blank approval form page, but they are not numbered).

To insert a section break:

- Place cursor where you want the section break.
- Click Insert on top menu bar.
- Click on Break.
- For Section break types, click Next page.
- Click OK.

Next, insert a section break at the end of the page immediately prior to each major heading page (e.g., on page prior to each CHAPTER heading page, to each APPENDIX heading page, and to SOURCES CONSULTED). Make sure these are the only section breaks in the document.

PAGINATING THE FRONT MATTER

How to insert small roman numerals in the rest of the front matter:

- Go to the top of the first CONTENTS page (status line at the bottom of the WORD window should read Sec 2).
- Click Insert on top menu bar.
- Click on Page Numbers.
- On the Page Numbers dialogue box, click Format.
- In the Page Number Format dialogue box:
 - Under Number Format, select small roman numerals: i, ii, iii, ...
 - Under Page Numbering, click on “Start At” and enter iv.
 - Click OK.
- This takes you back to Page Numbers dialogue box.
- Click on “Close”; do not click on OK.

- Now on top menu bar, click on View.
- Click Header and Footer.
- This brings up the header and footer menu bar in the middle of the screen.
- Click on the icon “Switch between header and footer,” which puts you in the footer for Sec 2.

- On the header and footer tool bar, click on the icon for “Same as previous”; this will make the words “Same as previous” disappear from the dotted line at the top of the footer for Sec 2 (which will disconnect Sec 2 from Sec 1 and will prevent any numbering to appear on first three pages of the front matter).
- Click the book picture icon for “Page setup” on the header and footer menu.
- Click on the Layout tab in the Page setup dialogue box.
- Make sure the entries read as follows: Section start: New page; Headers and Footers: the two check boxes should be blank; Apply to: This section.
- Click OK.
- You are now back to the main editing screen and can see the dotted box for Footer Section 2.
- On the top tool bar, click on the icon representing center.
- Then on the Header and Footer tool bar, click on Insert Page Number icon which is # symbol.
- Click Close on Header and Footer tool bar.
- Check to see if your small roman numerals have been inserted correctly, centered in the footers. No numbers for the front matter pages should appear in the headers.

PAGINATING THE REST OF THE PAPER

The rest of the paper will now need to be numbered. The first page of CHAPTER 1 is page number 1, and the numbers will proceed consecutively through to the last page of the back matter, which is the last page of SOURCES CONSULTED.

How to paginate the main body text and back matter:

- Go to the top of the first page of CHAPTER 1.
- Click on top menu bar Insert.
- Click on Page Numbers
- In the Page Numbers dialogue box, click on Format.
- In the Page Number Format dialogue box:
 - Under Number Format, select 1, 2, 3, ...
 - Under Page Numbering, click on “Start At” and enter 1.
 - Click OK.
- This takes you back to Page Numbers dialogue box.
- Click on “Close”; do not click on OK.
- Now on the top menu bar click on View.
- Click Header and Footer.
- This brings up the header and footer menu bar in the middle of the screen.
- For Header Sec 3, click on the book icon “Page Setup.”
- Click Layout tab.
- For Section Start, “Select new page.”
- For Headers and Footers, select “Different first page.”
- For Apply to, select “This point forward.”
- Click OK.

- Next click on the “Same as Previous” icon to disconnect the header from any previous headers. The words “Same as Previous” will disappear from the dotted line header box.
- Click on the icon “Switch between header and footer,” which puts you in the first-page footer for Sec 3.
- On the header and footer tool bar, click on the icon for “Same as previous”; this will make the words “Same as previous” disappear from the dotted line at the top of the first-page footer for Sec 3 (which will disconnect the first-page footer Sec 3 from previous sections).
- You are now back to the main editing screen and can see the first page dotted box for Footer Section 3.
- On the top tool bar, click on the icon representing center.
- Then on the Header and Footer tool bar, click on Insert Page Number icon, which is # symbol.
- Use down arrow key to move to the dotted line box for Header Section 3.
- Click on the icon for “Same as Previous” on the Header and Footer tool bar; this will make the words “Same as previous” disappear from the dotted line at the top of the header for Sec 3 (which will disconnect header Sec 3 from previous sections).
- On top tool bar, click on the icon for “Align Right.”
- On the Header and Footer tool bar, click on the icon # symbol representing “Insert Page Number.”
- Use the down arrow key to go to the Footer Sec 3.
- On the Header and Footer tool bar, click the icon representing “Same as Previous”; if a page number is appearing in footer section 3, highlight the number and delete it.
- Click Close on Header and Footer tool bar.
- Check to see if you have numbers inserted correctly at the bottom centered for major heading pages and top flush right for all other pages.

You have now done the pagination for the front matter and chapter 1. Because of the section breaks and the “Same as previous” words that still appear in all the header and footer boxes for chapters 2 and following, the rest of the document should also be correctly paginated. Check your pagination for the remaining chapters and back matter to see if it is correctly paginated. If it is not, you will need to check to make sure that the header and footer dotted line boxes starting with chapter 2 all have the “Same as Previous” words on the header and footer boxes. If they are not there you use the “Same as Previous” icon on the Header and Footer tool bar for each section for where these words are missing. (But the words “Same as Previous” must be missing on the headers and footers for the front matter and chapter 1 sections.)