

Directions to create Page Numbers with title page Roman numeral and body Arabic numbers

Step A.

Select "Insert" tab

Select "Page Number" and then select "Top of Page."

Select "Plain Number 3"

Select "Page Number"

Select "Format Page Numbers"

At "Number format" drop box, select Roman numerals i, ii, iii.

Close Header and Footer (red X – upper right corner)

Step B.

Select "Page Layout" tab

Select "Breaks" then select "next page"

Select "Insert" tab

Select "Page Number"

Select "Format Page Numbers"

At "Number format" drop box select Arabic numbers 1, 2, 3.

At "Start At" box type in the number 1

Click "OK."

The next page will begin at number 1.

