# SETTING UP PAGE NUMBERS IN TURABIAN

Setting up page numbers in Turabian format when you need a Table of Contents (TOC) can be difficult. Your title page requires **no page number**, your TOC page starts with a **lowercase Roman numeral two (ii) on the bottom-center of the page**, and your main paper section will start with a **plain number one in the top-right corner**.
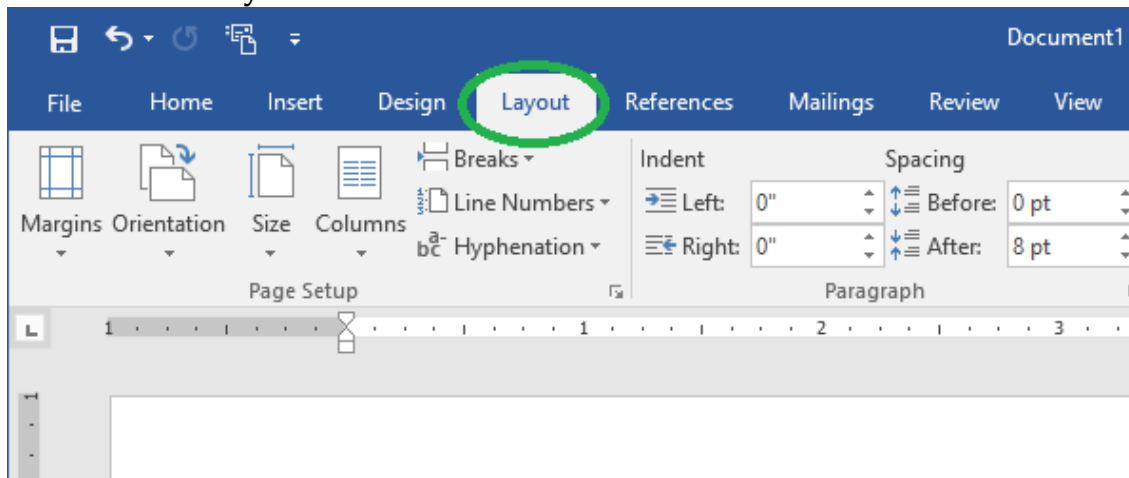
NOTE: The visuals in this guide were made with Microsoft Word 2016. They may differ slightly depending on your version of Microsoft Word.
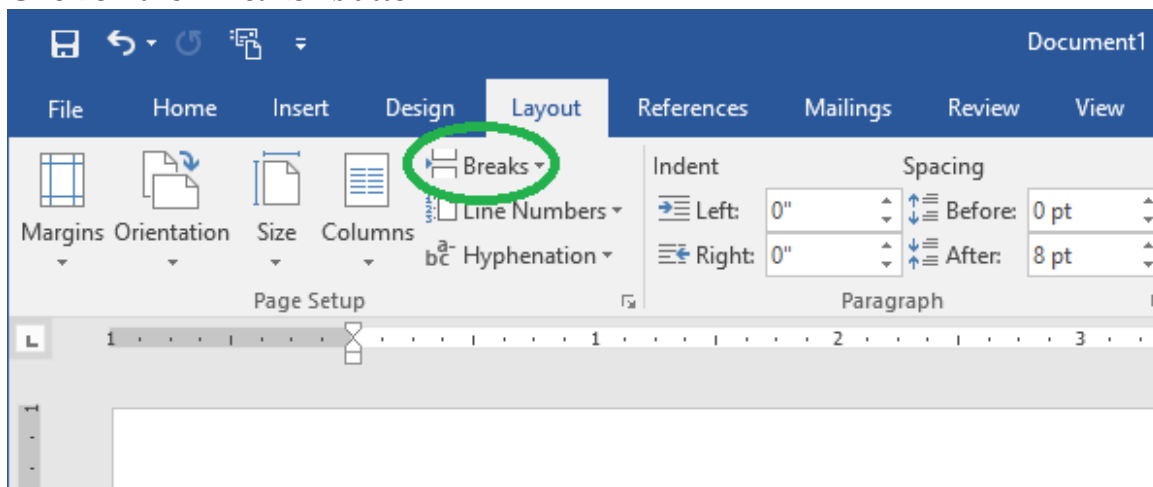
I.   CREATING SECTION BREAKS

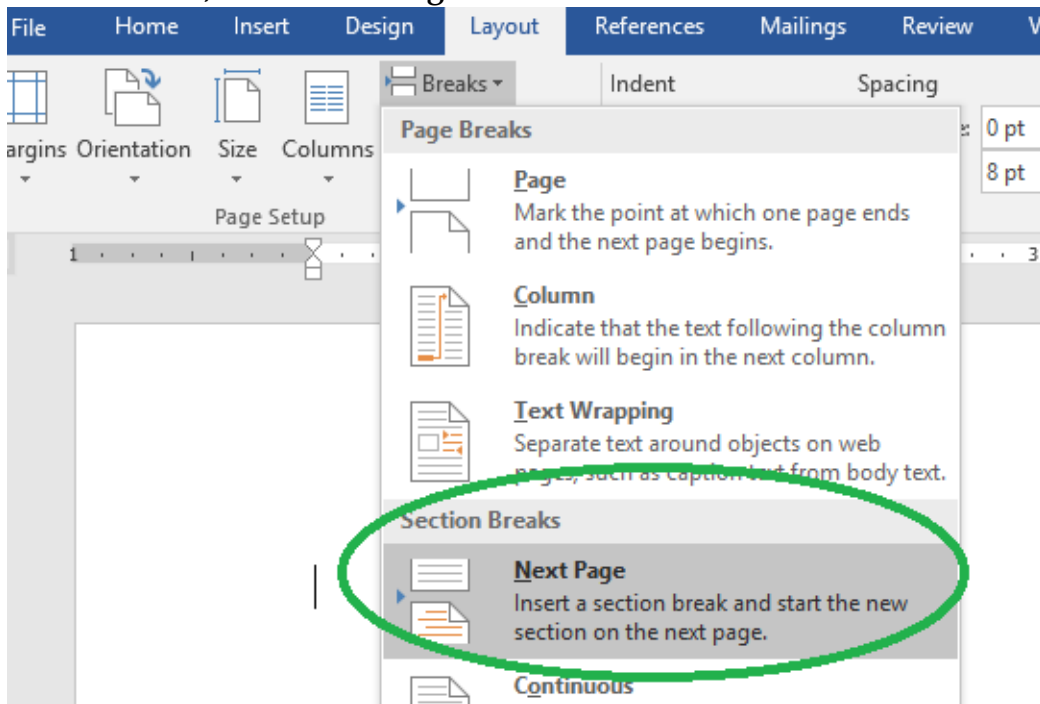1. **Open a blank Microsoft Word document –** TIP: Set up your page numbers *before* you begin your paper.
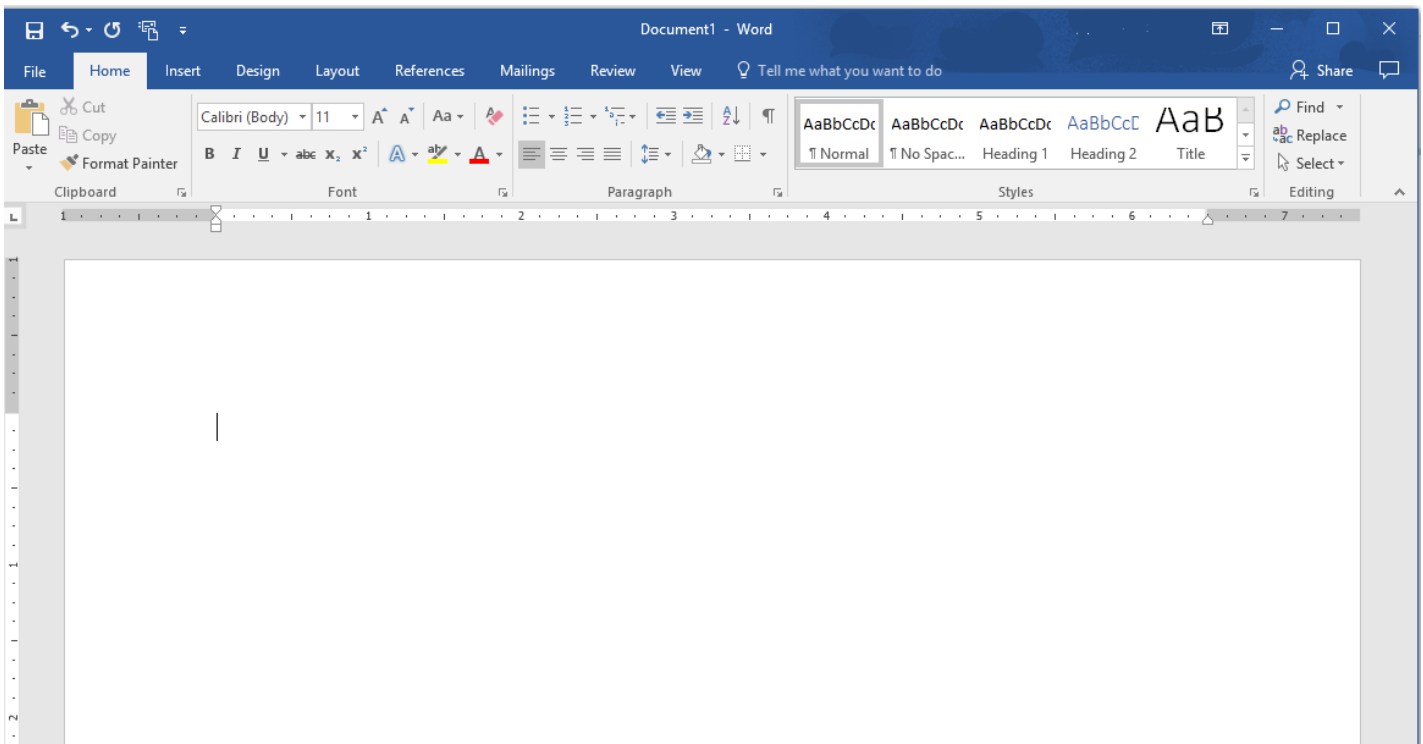
2. **Click on the "Layout" tab –**

3. **Click on the "Breaks" button –**

4. **Under breaks, click "Next Page" under "Section Breaks" –**
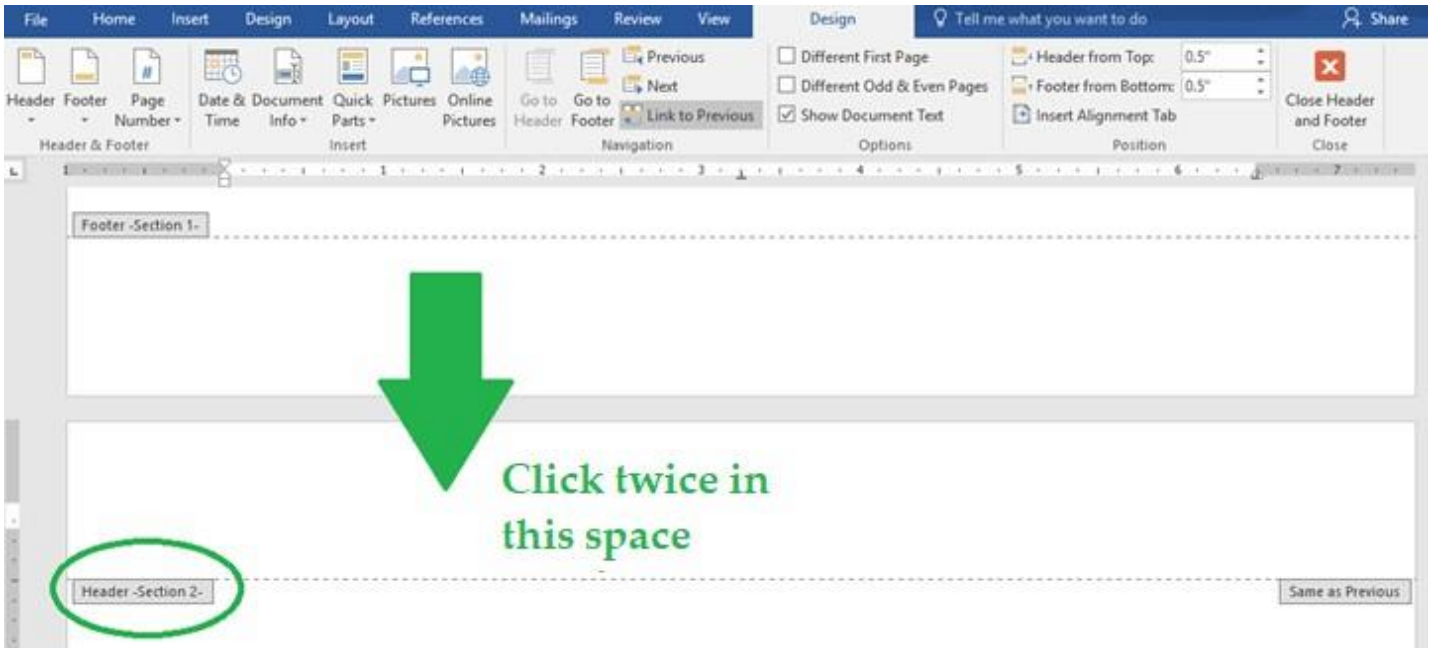
5. **Repeat steps 3 and 4 on the new blank page (Page 2 of your document). <u>You should now have three blank pages in total.</u>**
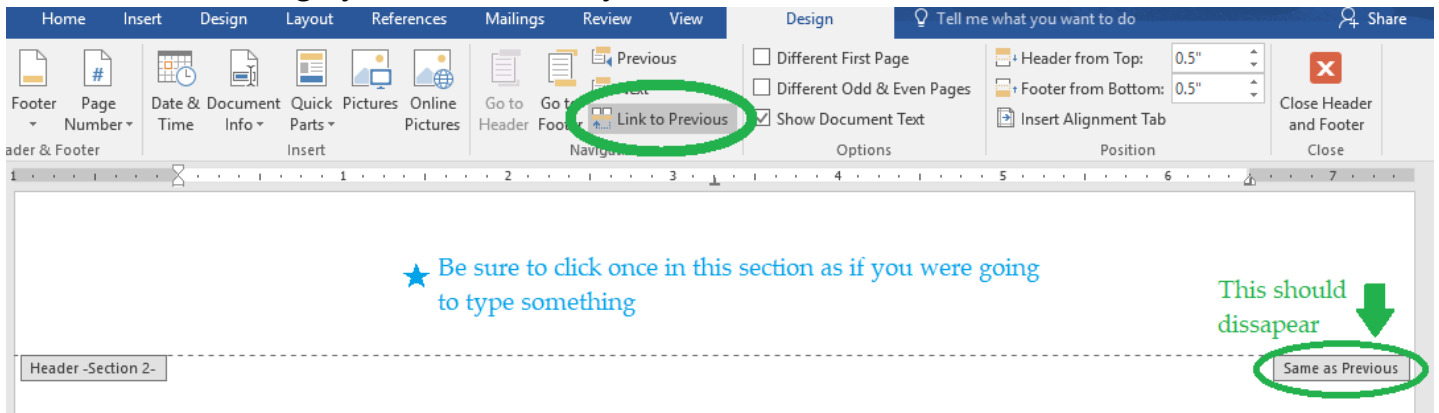
II.   UNLINKING SECTIONS

6. **Right click twice in the blank space at the top of the second page –**
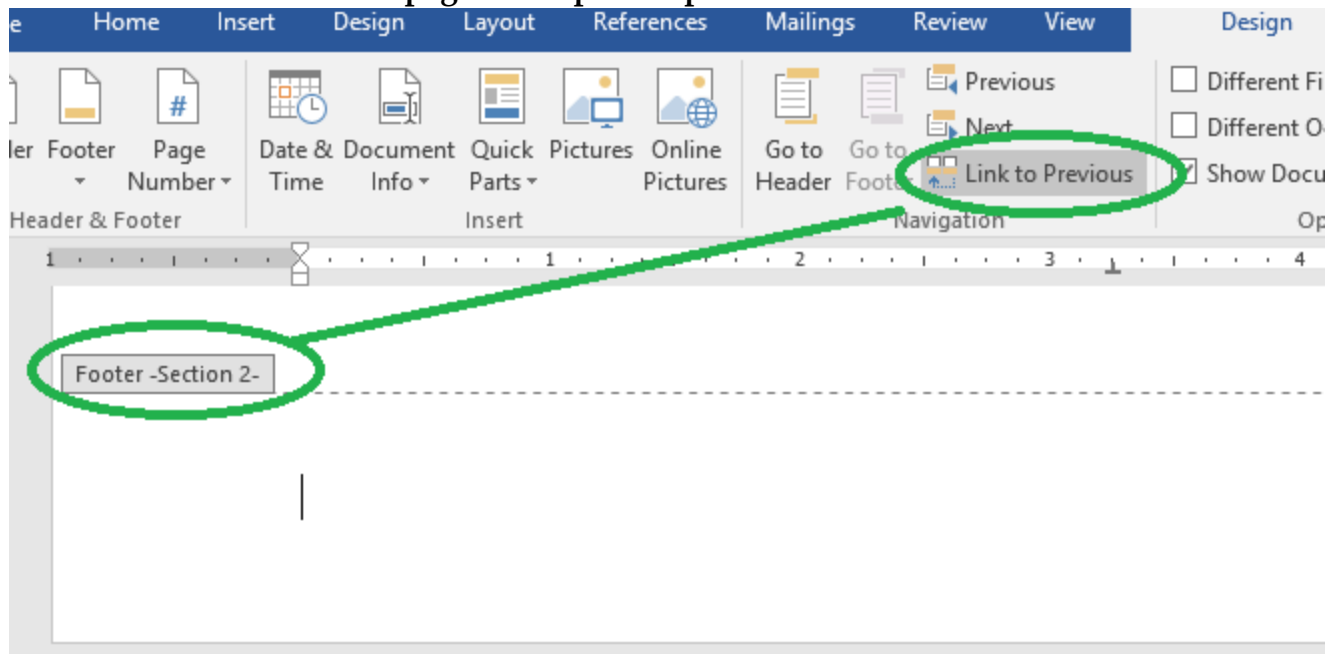   Note: You should see a dotted line and a gray box that says "Header -Section 2-" appear on your page.

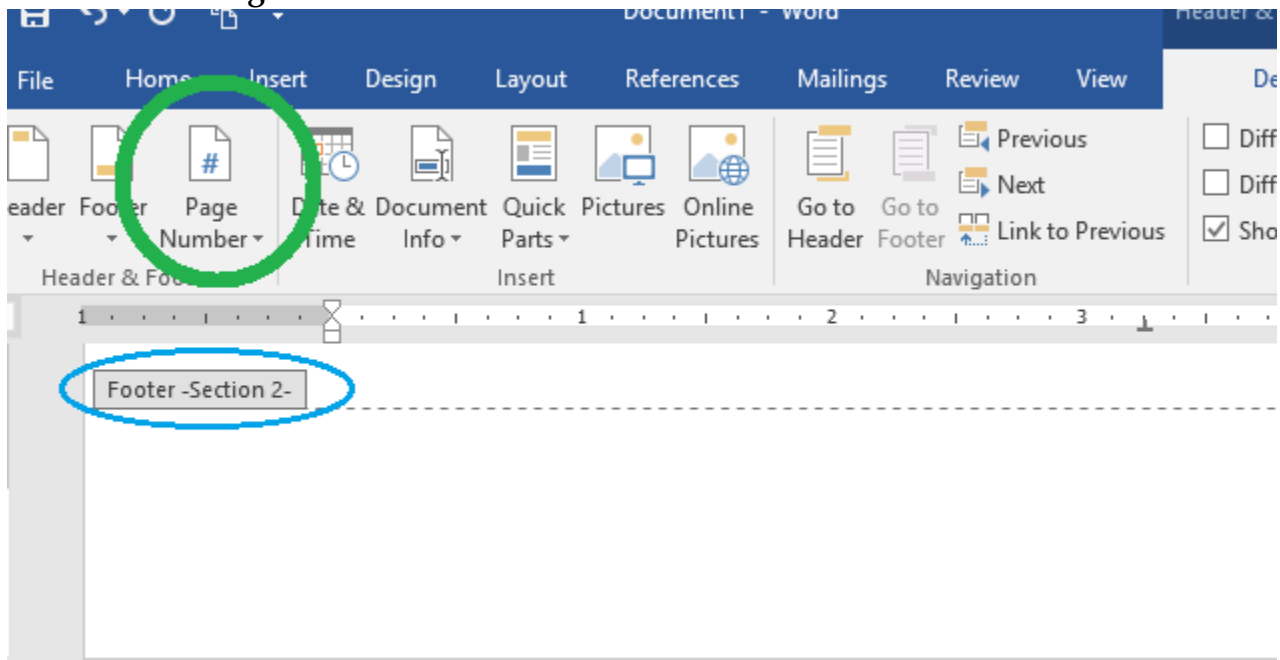7. **Click on the grayed button that says, "Link to Previous" –**

8. **Scroll to the bottom of the page and repeat step 7 in the "Footer" section –**
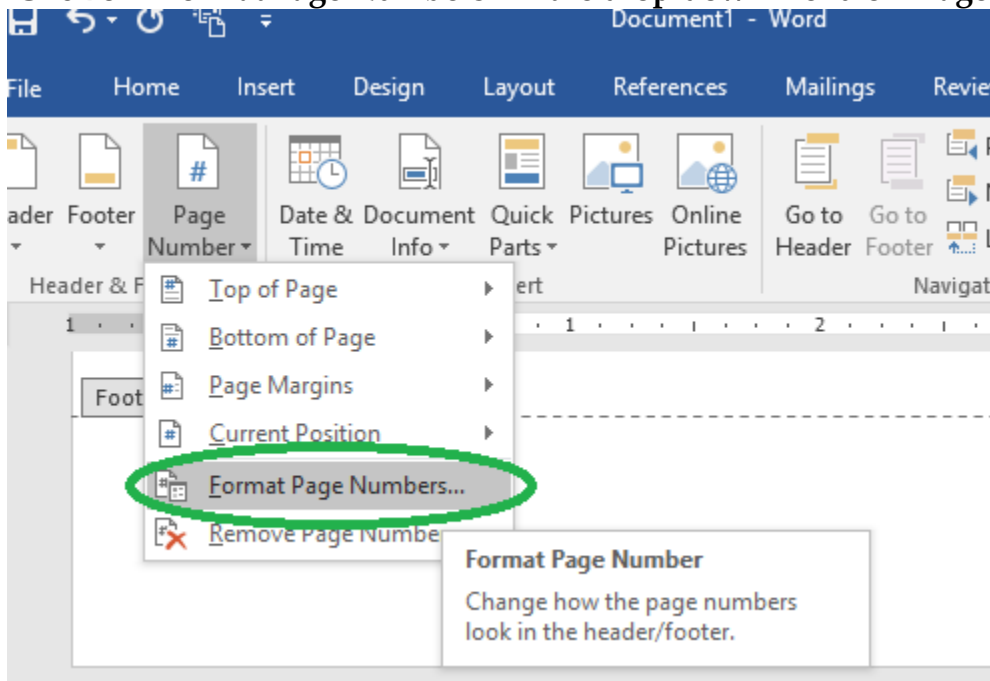

9. **Repeat steps 7 and 8 on the header and footer sections of page 3.**

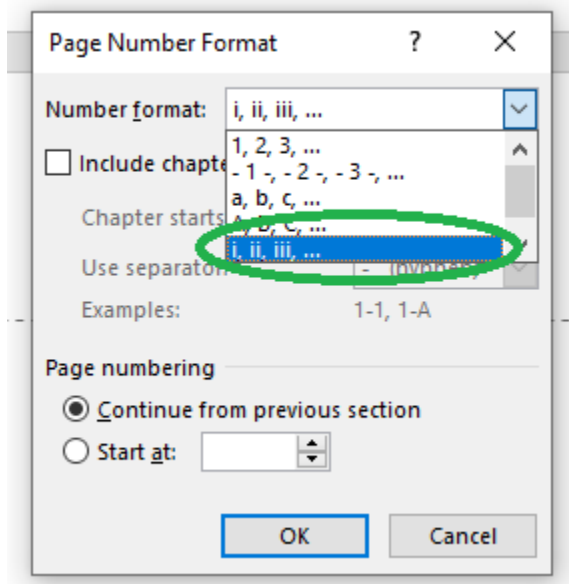## III. INSERTING PAGE NUMBERS

10. **Scroll to the bottom of your second page and click where it says "Footer -Section 2-". Then click on the "Page Number" button –**
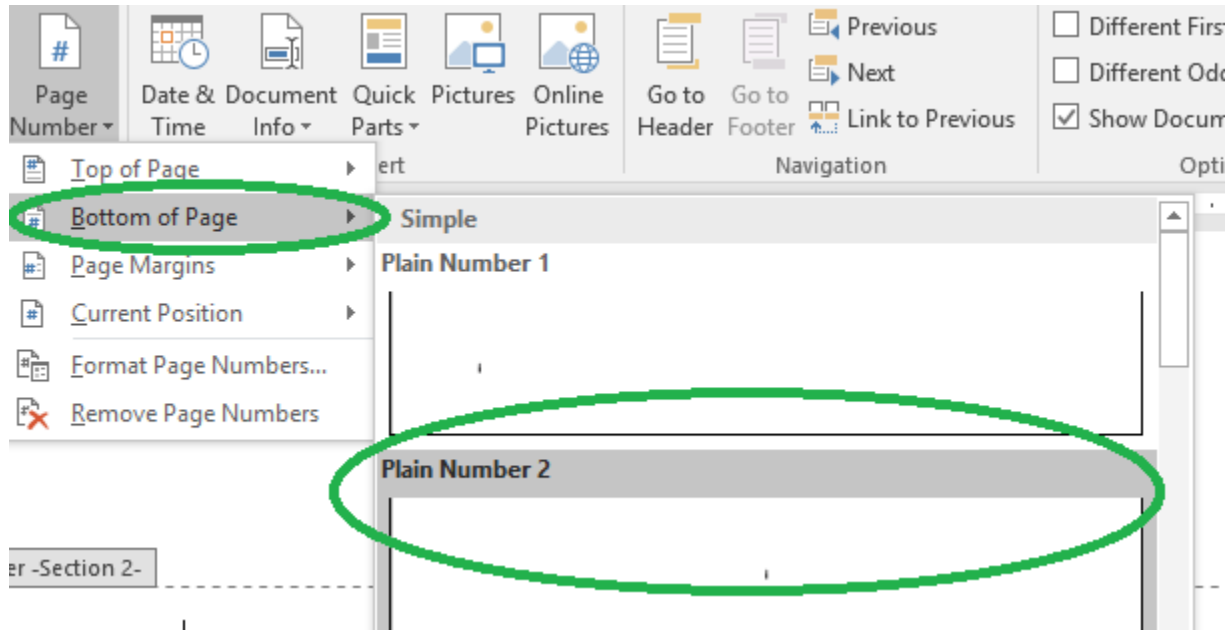
11. **Click on "Format Page Numbers" in the drop-down menu of "Page Number"–**

12. **In the pop-up menu, set the number type to lowercase Roman numerals; then click "OK" –**
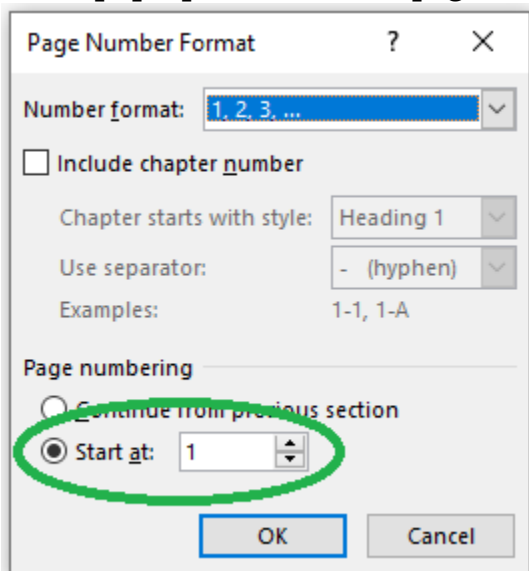
13. **Click back in the footer of Section 2. Click on "Page Number," then "Bottom of Page," then "Plain number 2"** –
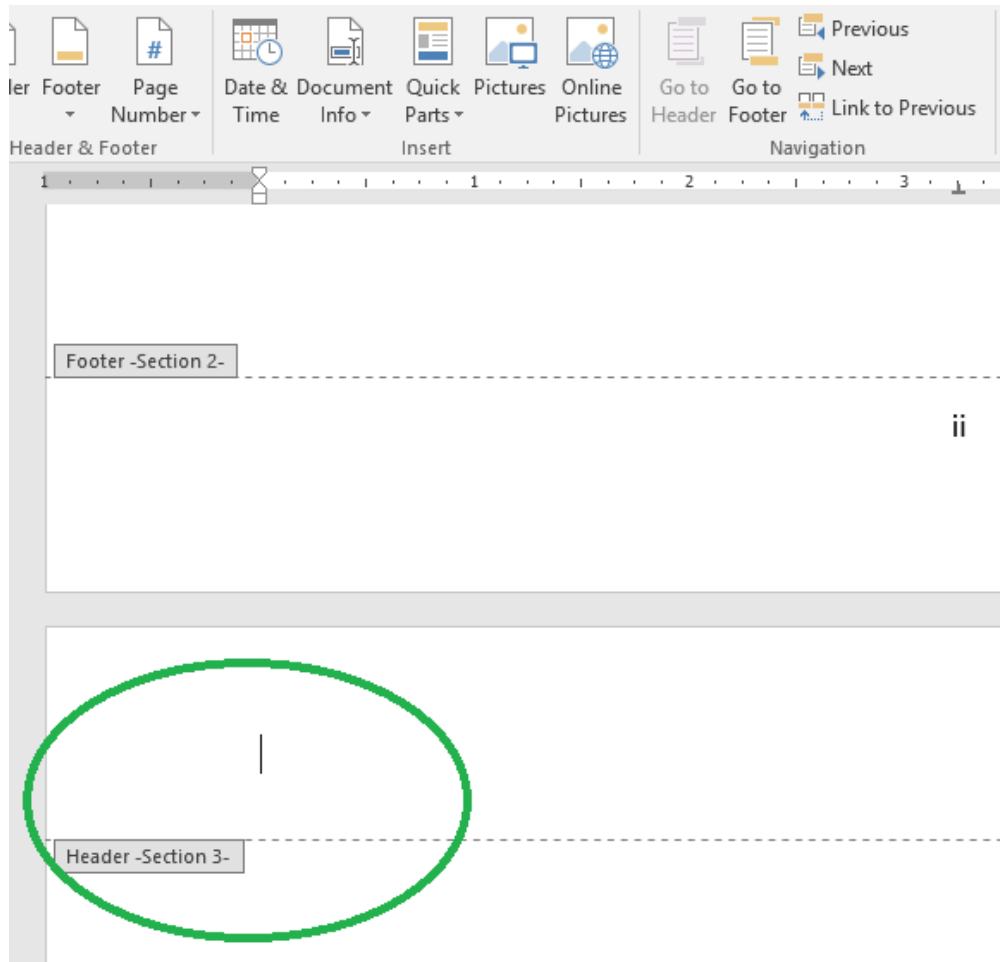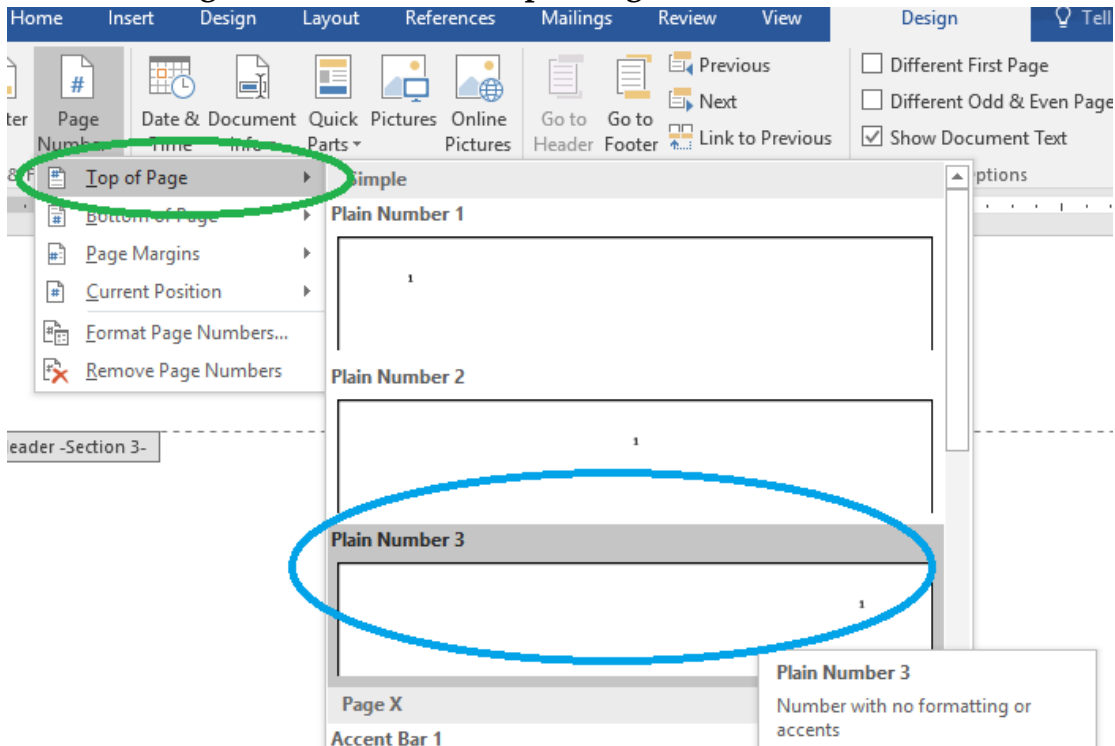

14. **Repeat step 11.**

15. **In the pop-up menu, set the page numbers to "Start at 1," and then click "OK"**–
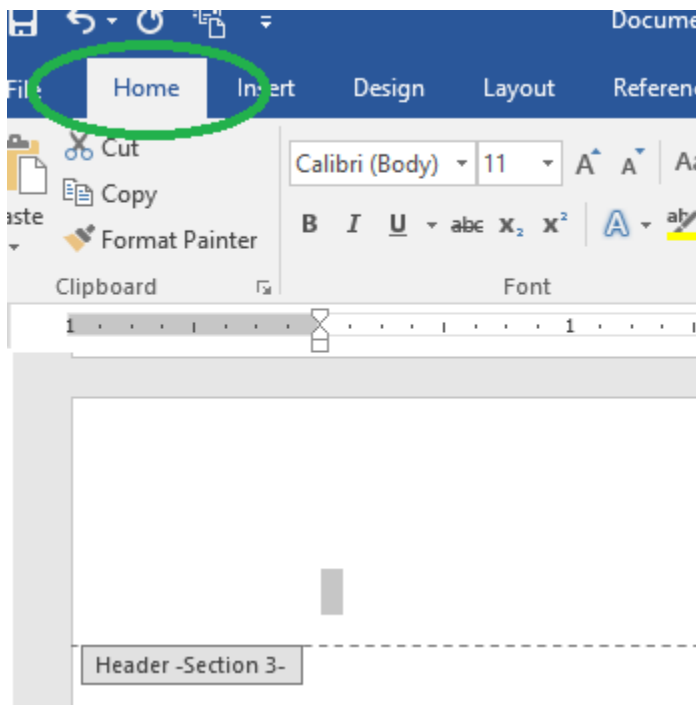
16. **Click in the header of Section 3 –**

17. **Click on "Page Number," then "Top of Page," and then "Plain Number 3" –**
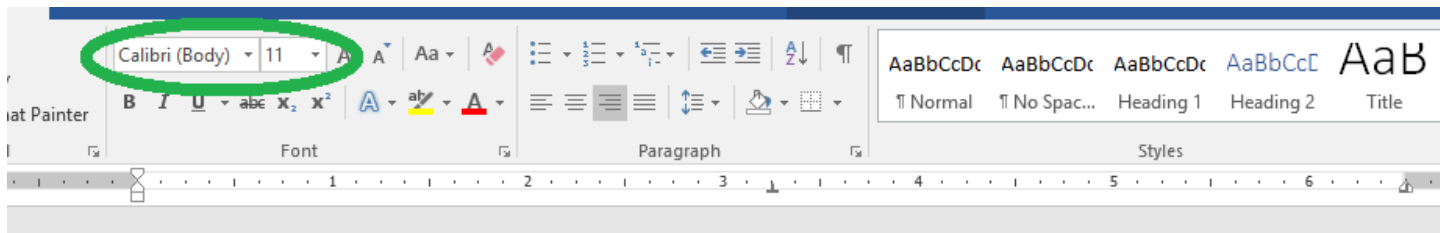
IV. CHANGING THE FONT AND SIZE OF THE PAGE NUMBERS

18. **Click back on the "Home" tab –**

19. **Highlight the number and change the font and size from "Calibri, 11" to "Times New Roman, 12" –**

20. **Repeat step 19 for the page number on Page 2.**

IF YOU DO NOT NEED A TABLE OF CONTENTS FOR YOUR PAPER:

- Only make one additional section (skip steps 5 and 9)
- Start your paper in the section after your title page (skip steps 12 and 13)

PRACTICE NOW