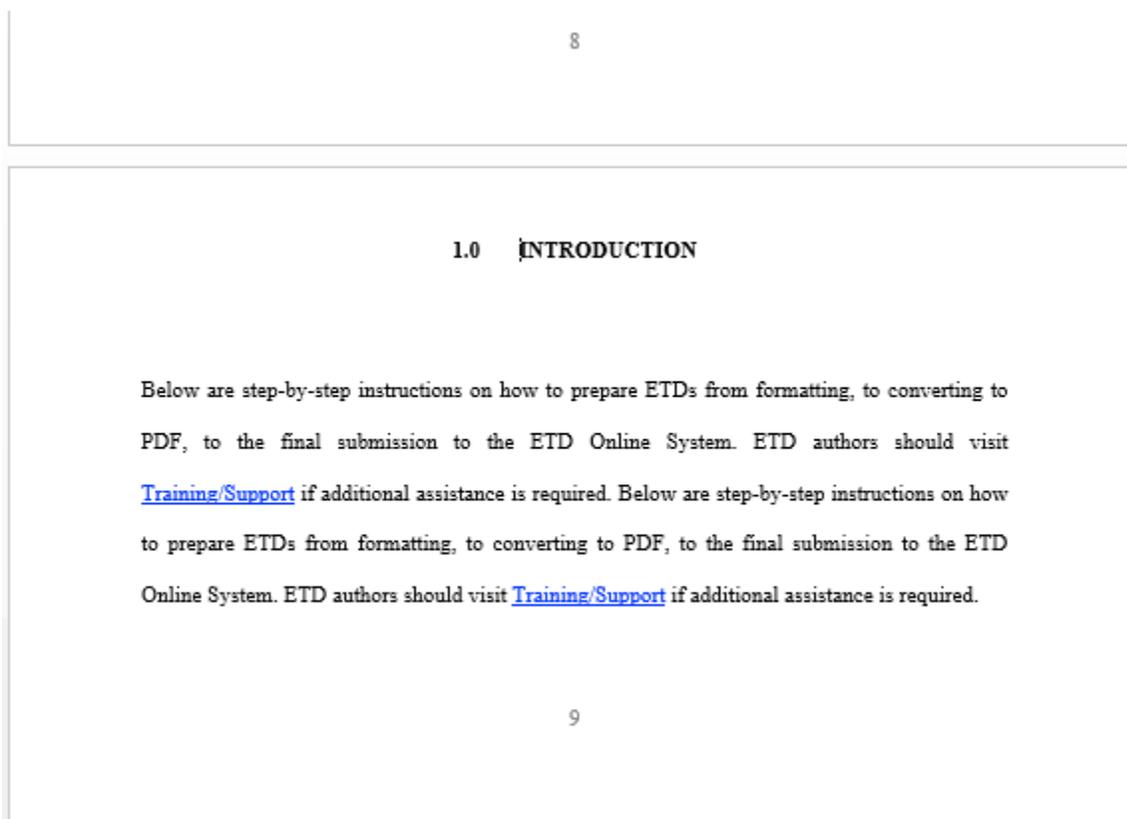


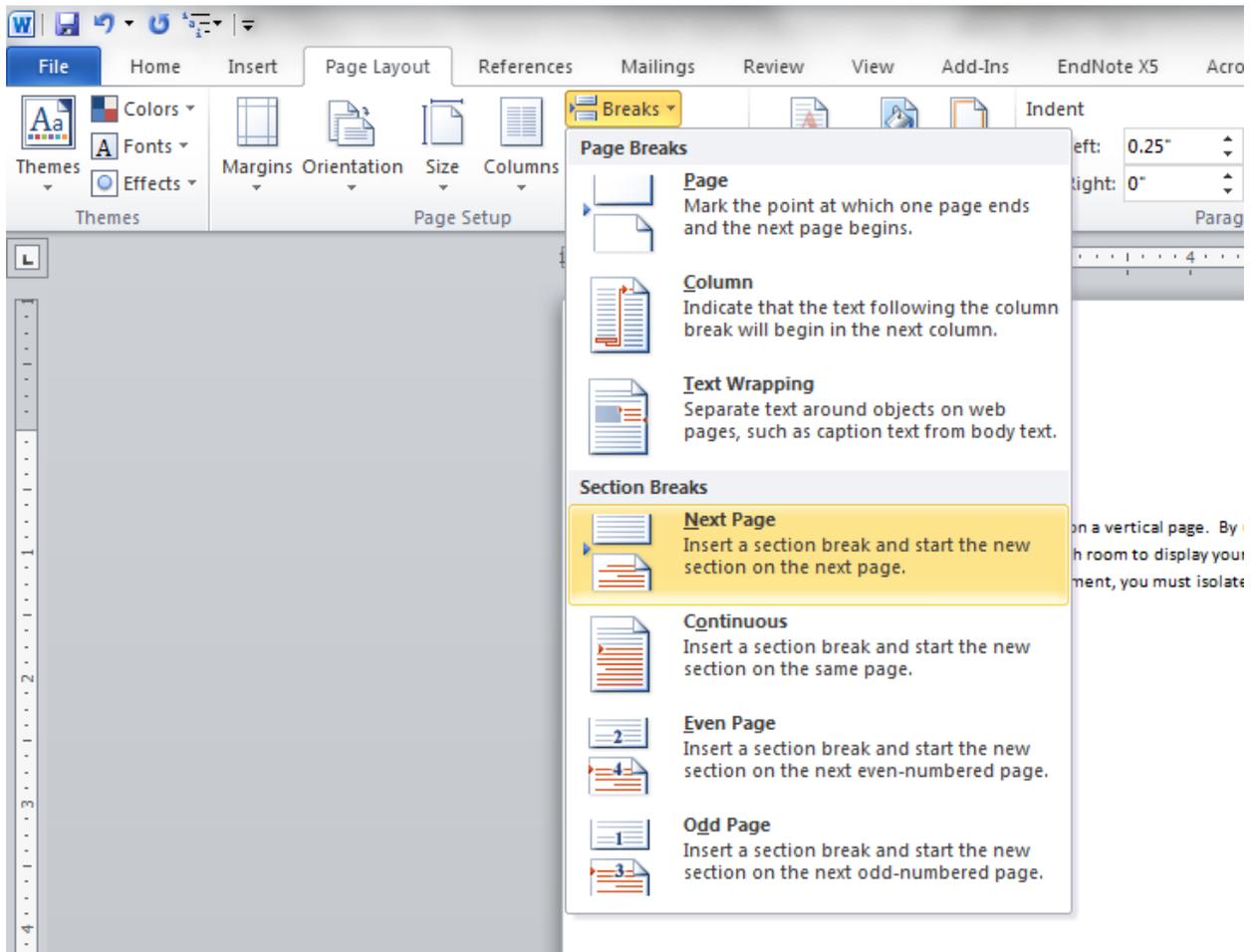
How to Edit Page Numbers

Pitt ETDs have two different types of page numbers. Roman numerals ex. (I, II, III) for the preliminary pages and then beginning with the first chapter, Arabic numbers ex. (1, 2, 3). The two numbering schemes are able to co-exist in the paper due to a Section Break just before the beginning of the first chapter. Section Breaks interrupt formatting the way Page Breaks divide pages. When you insert a Section Break, page numbering automatically starts over at one and you have the option to change it to another style. If you accidentally delete the Section Break before chapter one, the numbering won't start over there, like it's supposed to. Here's how to fix it. These settings are generally useful in a few other cases as well.

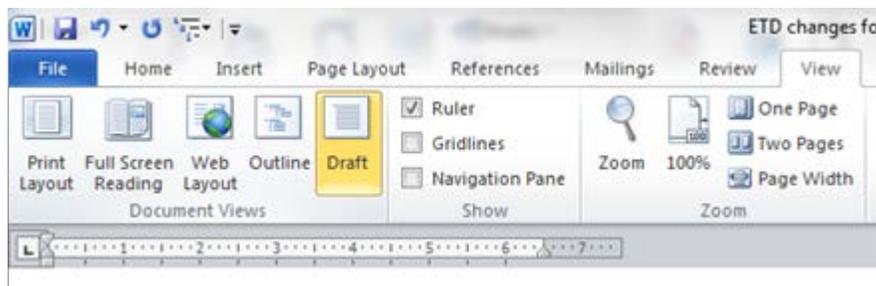


Above: Page numbering doesn't restart. We need to put in a section break between page 8 and 9.

1. Place the cursor after the last text on page 8.
2. From the menus, choose Page Layout, Breaks, and then Section Break-Next Page.



3. Select Draft from the View menu. This view will allow you to see the section break you just created. You can use it to take out any blank pages created as a result of the section break, without removing the break themselves.



4. Use the Delete key to remove the extra Page Break, but leave the Section Break alone.

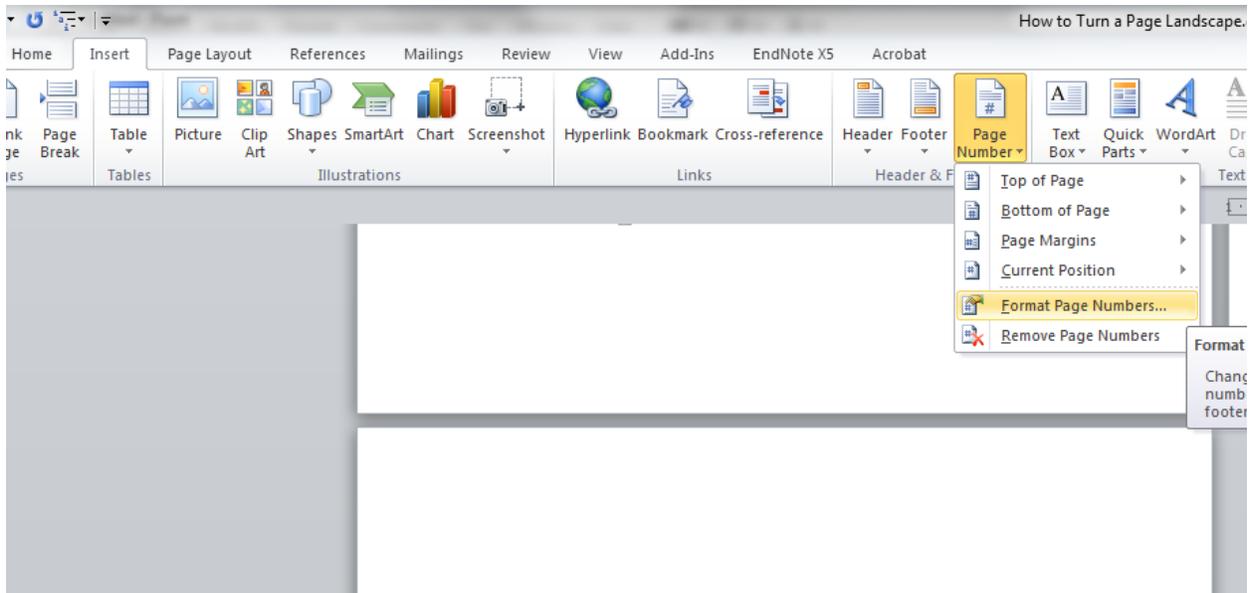


1.0 INTRODUCTION

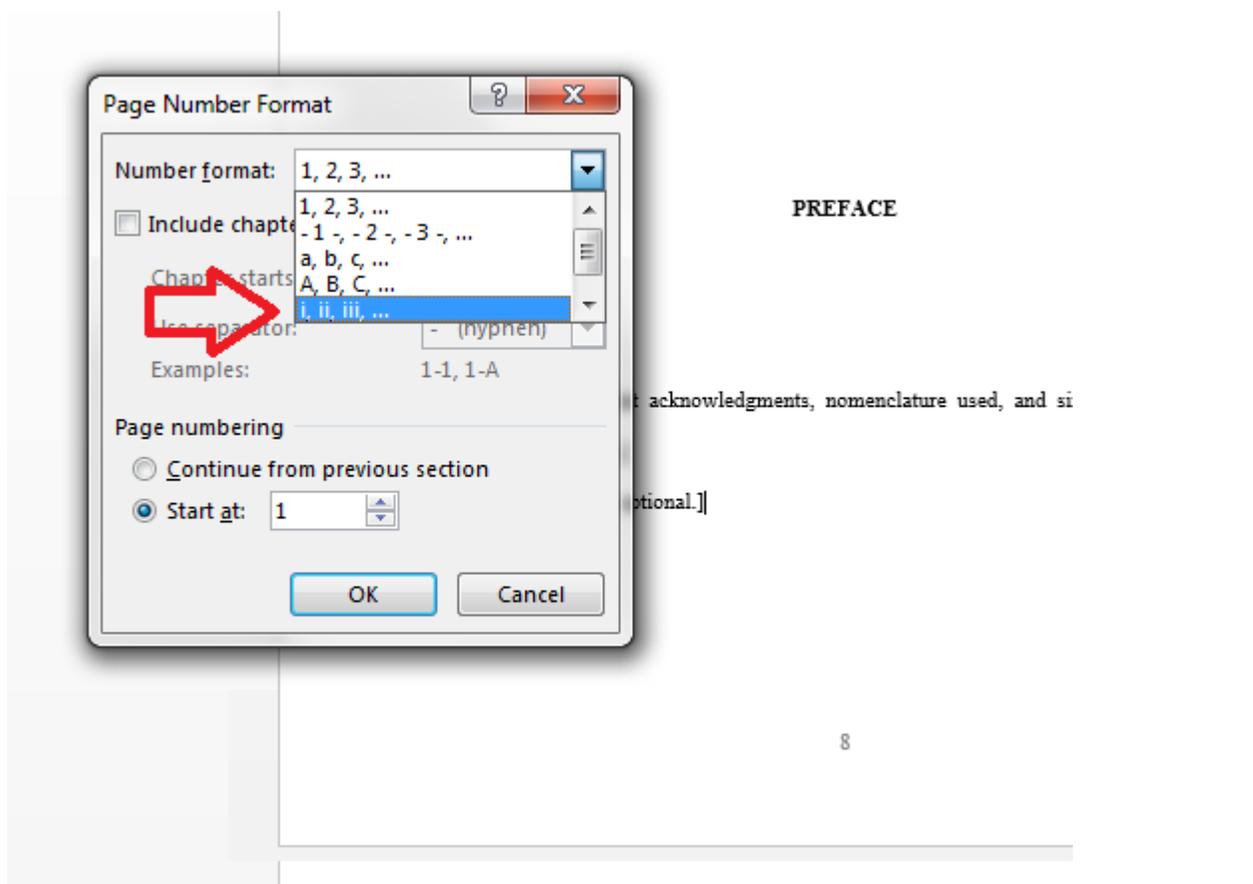
Below are step-by-step instructions on how to prepare ETDs from formatting, to converting to PDF, to the final submission to the ETD Online System. ETD authors should visit [Training/Support](#) if additional assistance is required. Below are step-by-step instructions on how

Now you'll notice that page numbering has started over with one on your Introduction page. All that is left is to change the preliminary pages back to Roman numerals.

1. Place the cursor in the preliminary section (in the preface, for example) and use the Insert menu to choose Page Numbers, Format Page Numbers



2. Change the Number Format to “I, II, III, ...” and click OK.



Below: Roman numeral page numbers restored.

PREFACE

[It is recommended that acknowledgments, nomenclature used, and similar items should be included in the Preface.]

[The Preface is optional.]