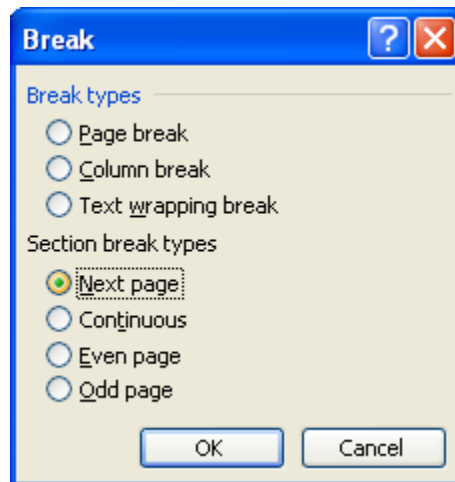
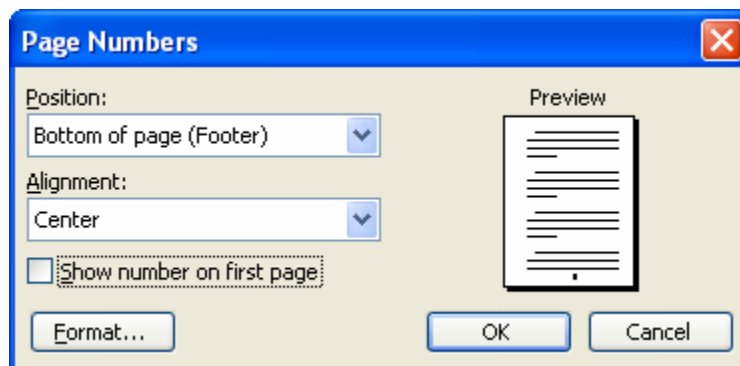


## Pagination of your thesis as a single document

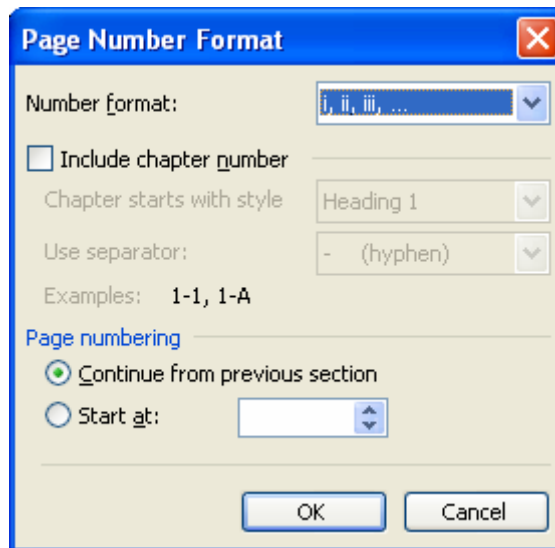
- 1) Start with preliminary pages and body of thesis in one file and do not put a page break between sections
- 2) Go to the end of your preliminary page, and go to the **Insert** menu and the **Break** option
- 3) Select the **Section Break Types (Next Page)** option and click **OK**



- 4) Put cursor at the end of your preliminary pages
- 5) Go the **Insert** menu and the **Page Numbers** option
- 6) Select the position (bottom of page – footer) and center alignment
- 7) **Do not** check the option – “**show number on first page**” (or uncheck it)



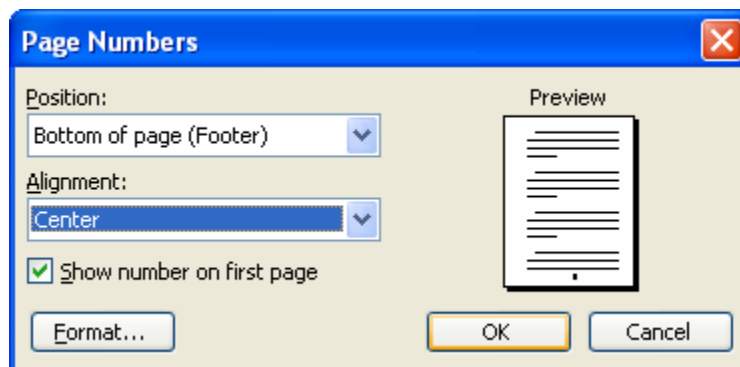
- 8) Click the **format** button and select the appropriate option (small roman numerals)
- 9) Choose **continue from previous section** option and click **OK**



10) Go to your first thesis page (chapter 1), and go the **Insert** menu and the **Page Numbers** option again

11) Select the position (bottom of page – footer) and center alignment

12) Check the option – “**show number on first page**” and click **OK**



- 13) Click the ***format*** button and select the appropriate option (Arabic numerals)
- 14) Select the option Start at 1

