

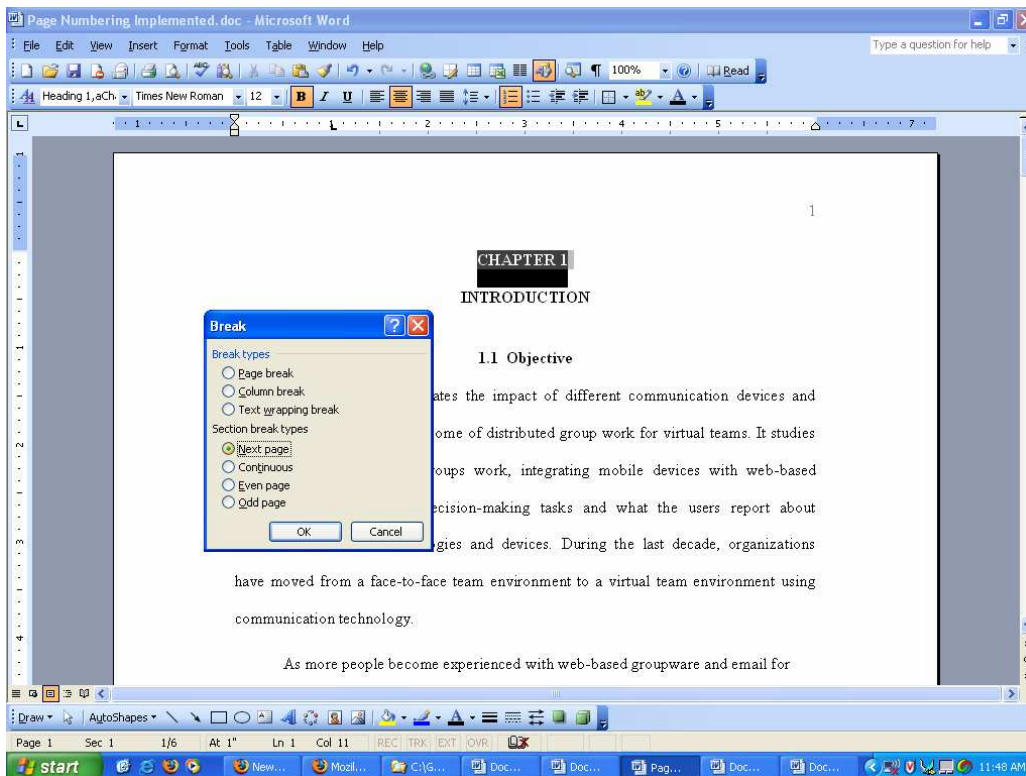
Steps for Thesis & Dissertation Page Numbering

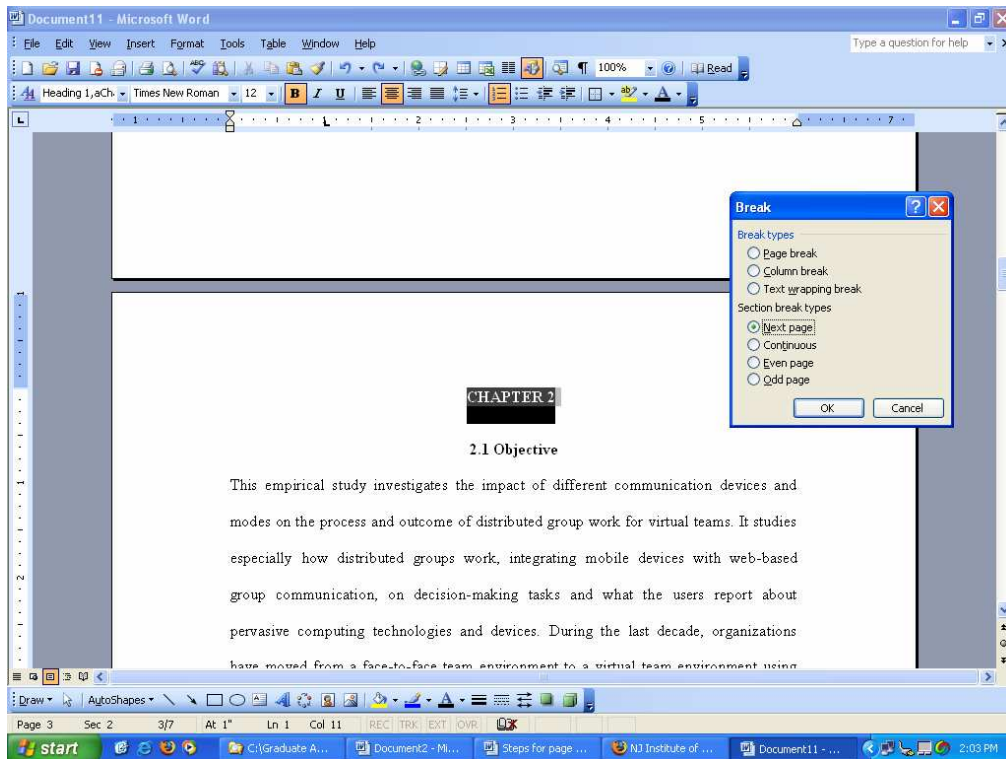
If the Thesis and Dissertation template has been used then the page numbering can be done at follows:

In every chapter beginning, insert a section break. Also, insert a section break in the 2nd page of every chapter. Also, unlink the headers and footers based on the section.

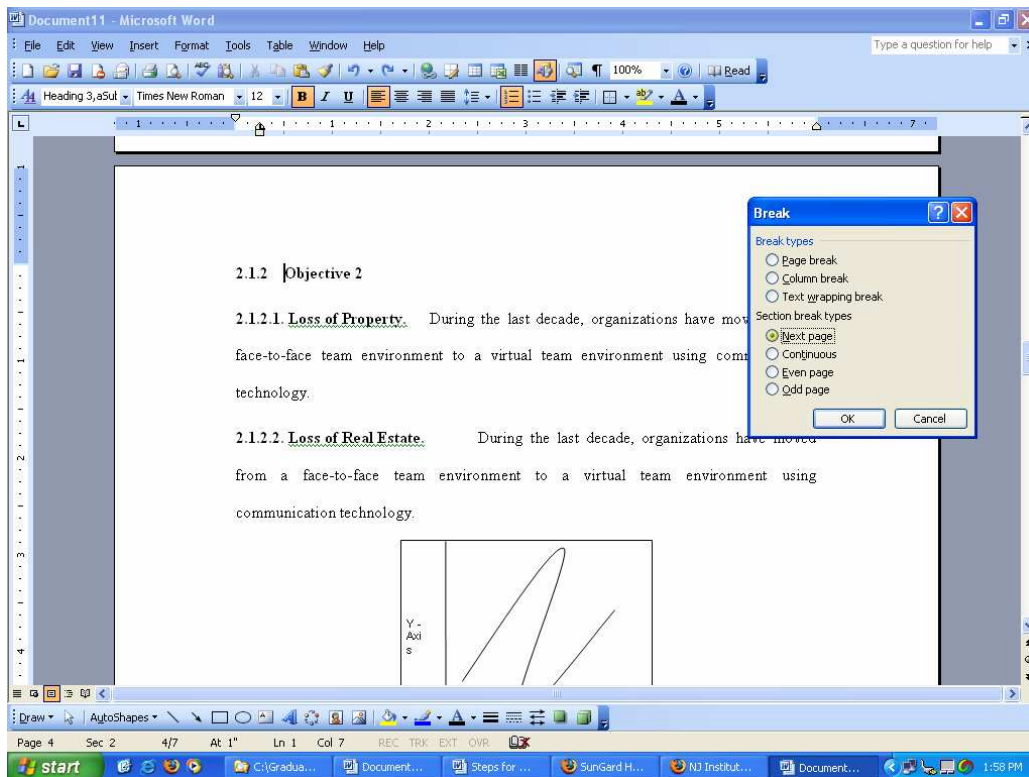
Follow these steps:

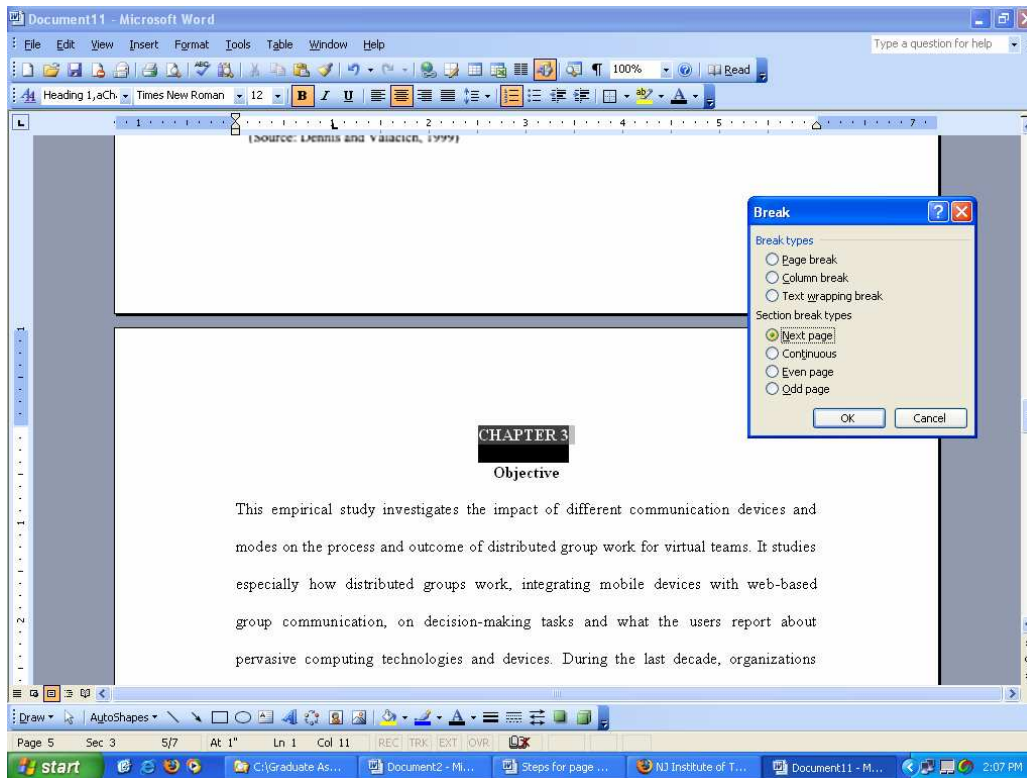
1. Go to Chapter 1 and click Insert -> Break -> Section Break Type -> New Page



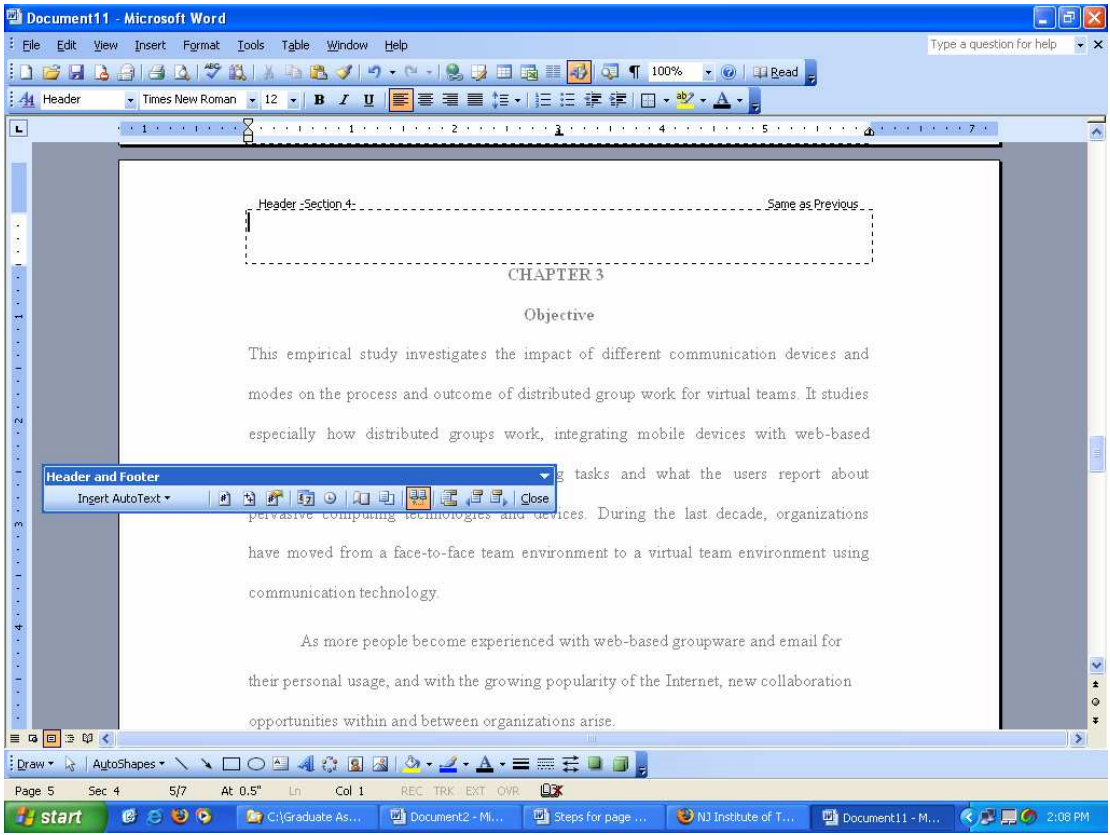
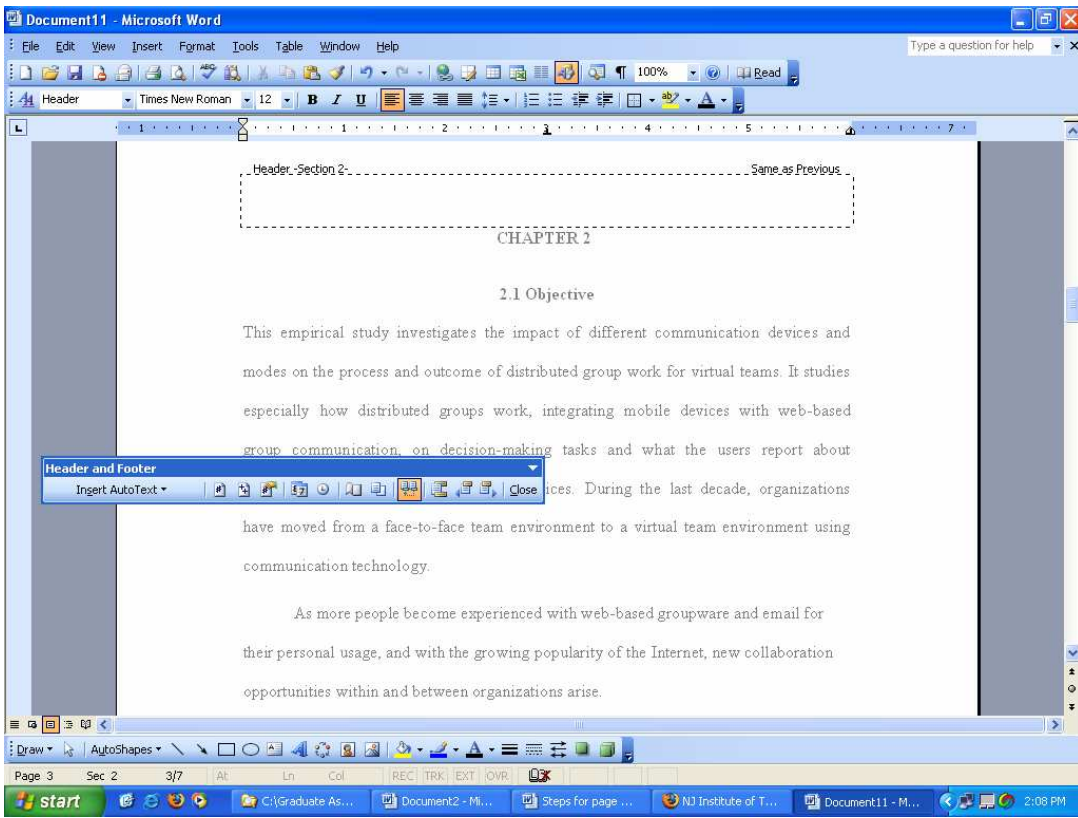


2. In the second page of a new Chapter page, again insert a section break.

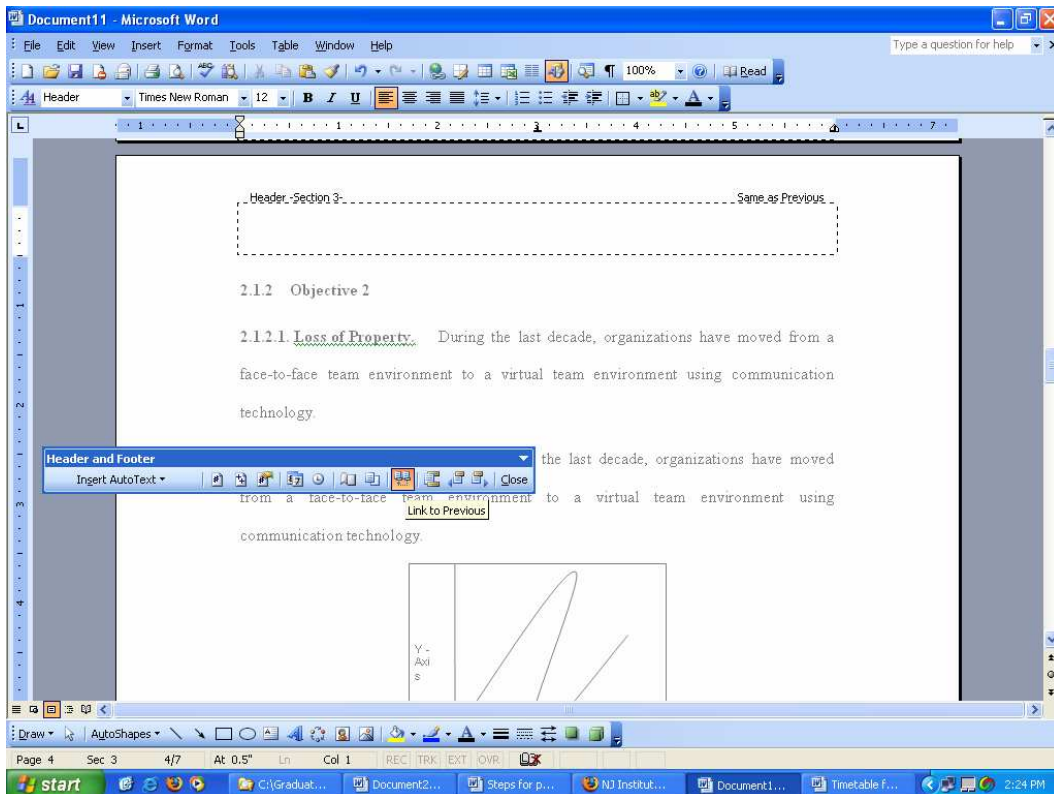




3. Now click on View->Header and Footer. You should be able to see different sections in every chapter heading page and a different section on the following page.



4. Next unlink the page with the new chapter using the “Link to previous” option in headers toolbar. You must to unlink the header and footer of the second page of every new chapter, on the first page of that chapter. In the screen shot below the icon for “Link to previous” option in the toolbar is be shown below. Click on that icon to unlink the current header/footer from the previous page header and footer.



As shown on the next page the “Same as previous” phrase on the header vanishes once you unlink the header and footer. Follow the same steps to unlink the footer.

Document11 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Header


Header-Section 3-

2.1.2 Objective 2

2.1.2.1 Loss of Property. During the last decade, organizations have moved from a face-to-face team environment to a virtual team environment using communication technology.

Header and Footer

the last decade, organizations have moved from a face-to-face team environment to a virtual team environment using communication technology.



Page 4 Sec 3 4/7 At 0.5" Ln Col 1 REC TRK EXT OVR

start


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Document11 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Footer



X - Axis

Figure 2.1 The X-axis shows the Area and the Y-axis shows the Temperature.

Table 2.1 Adopted from Relative Trait Salience of Selected Media

	Feedback	Symbol Variety	Parallelism	Rehearsability	Reprocessability
Asynchronous	Low	Low-high	High	High	High
			High	Medium-high	High

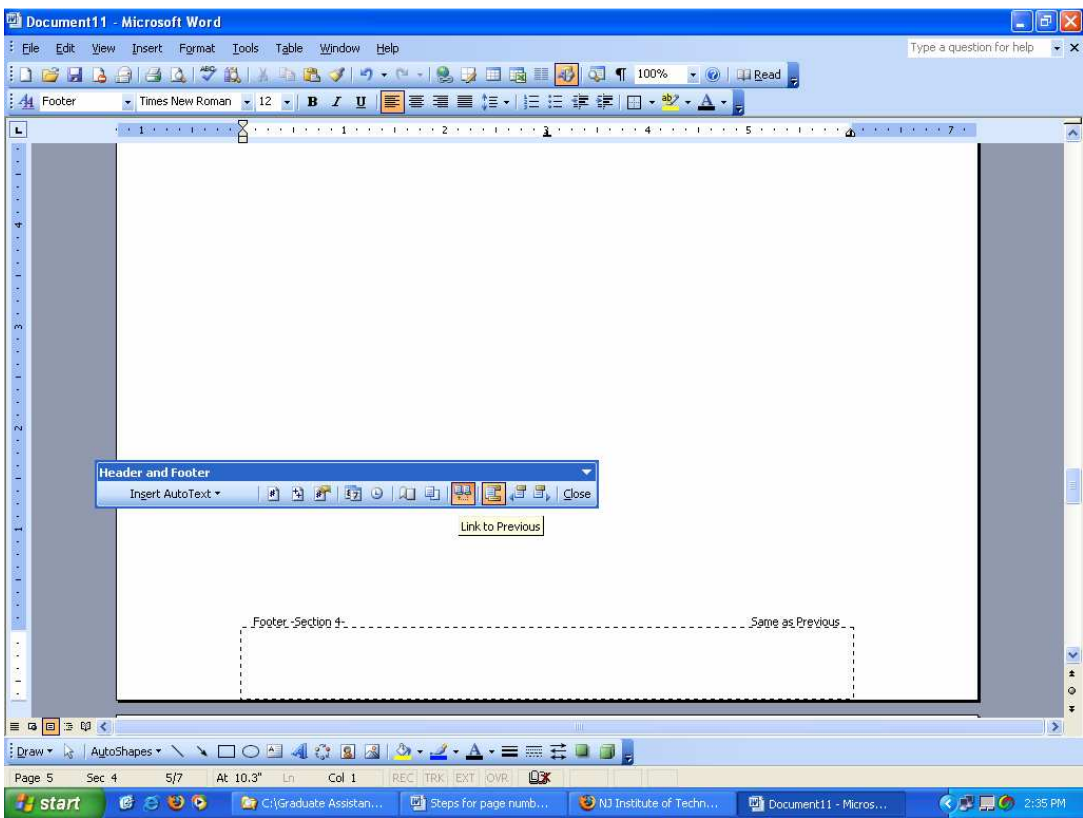
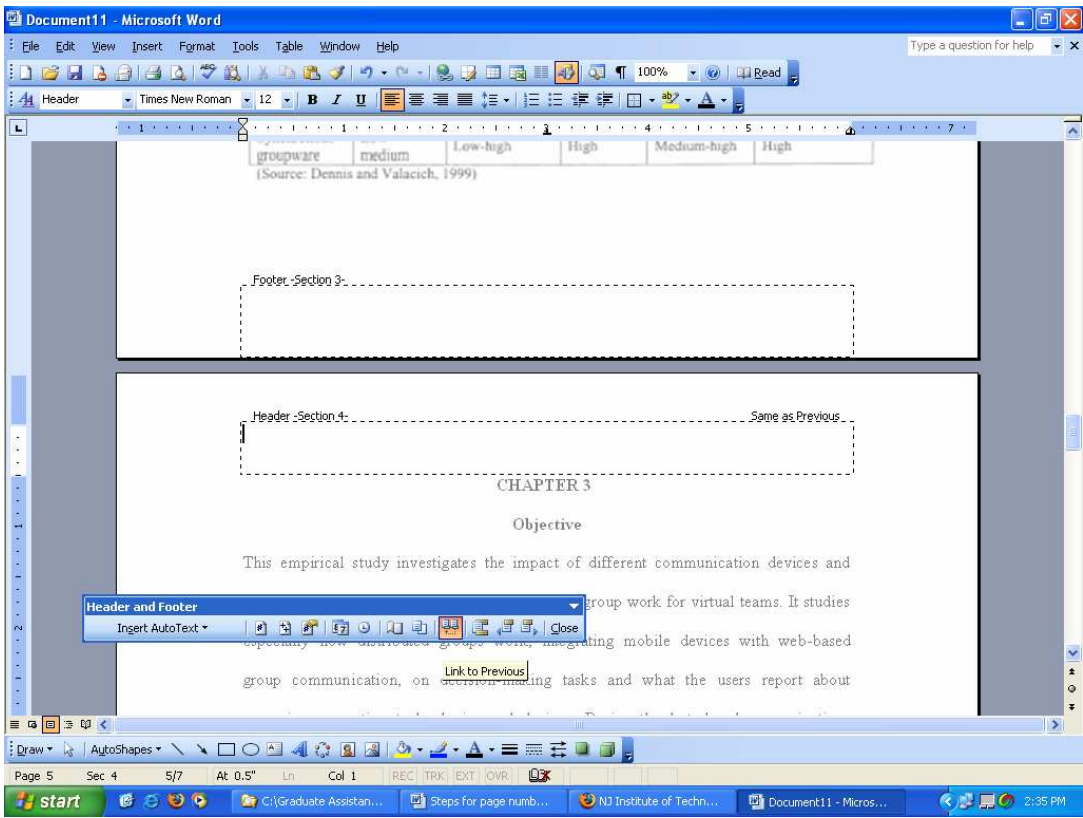
(Source: Dennis and Valacich, 1999)

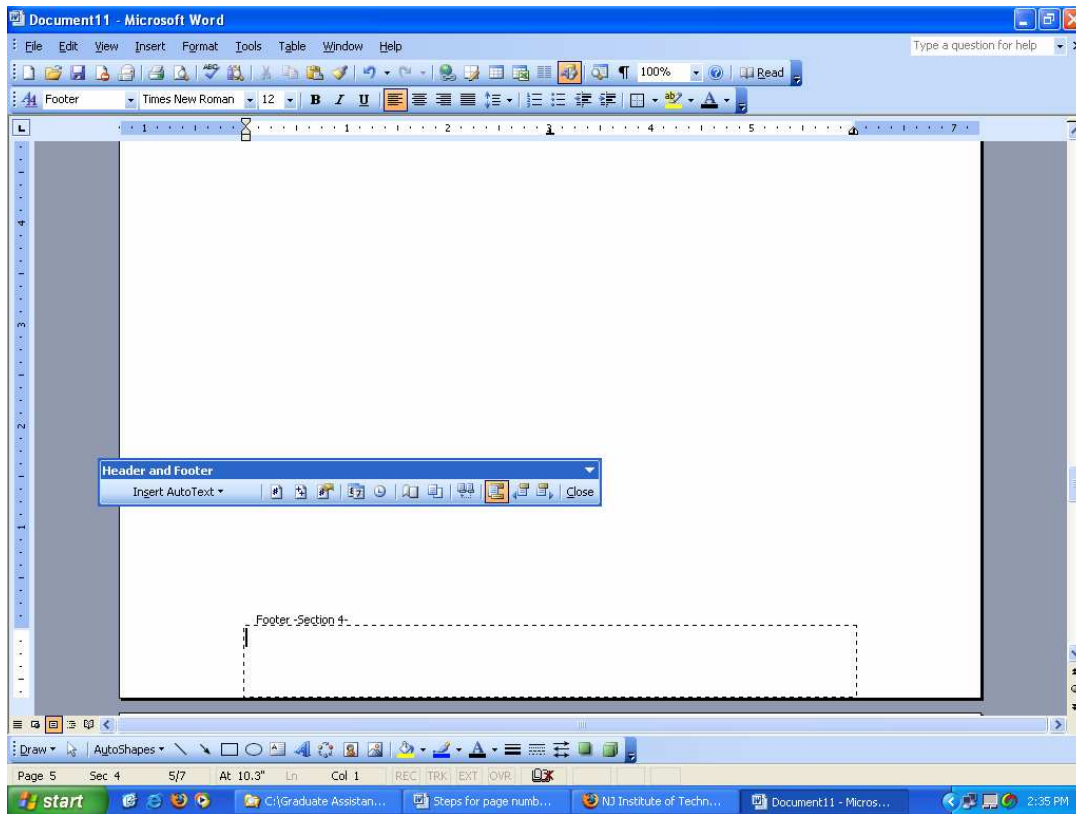
Footer-Section 3-

Page 4 Sec 3 4/7 At 10.3" Ln Col 1 REC TRK EXT OVR

start

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5. Insert page numbers once the headers and footers have been unlinked for every chapter.

Note: Page numbers should be entered one by one for every section. First enter the page number in the bottom center for every chapter and then at the top rightmost corner in the following pages.

For a new chapter follow these steps:

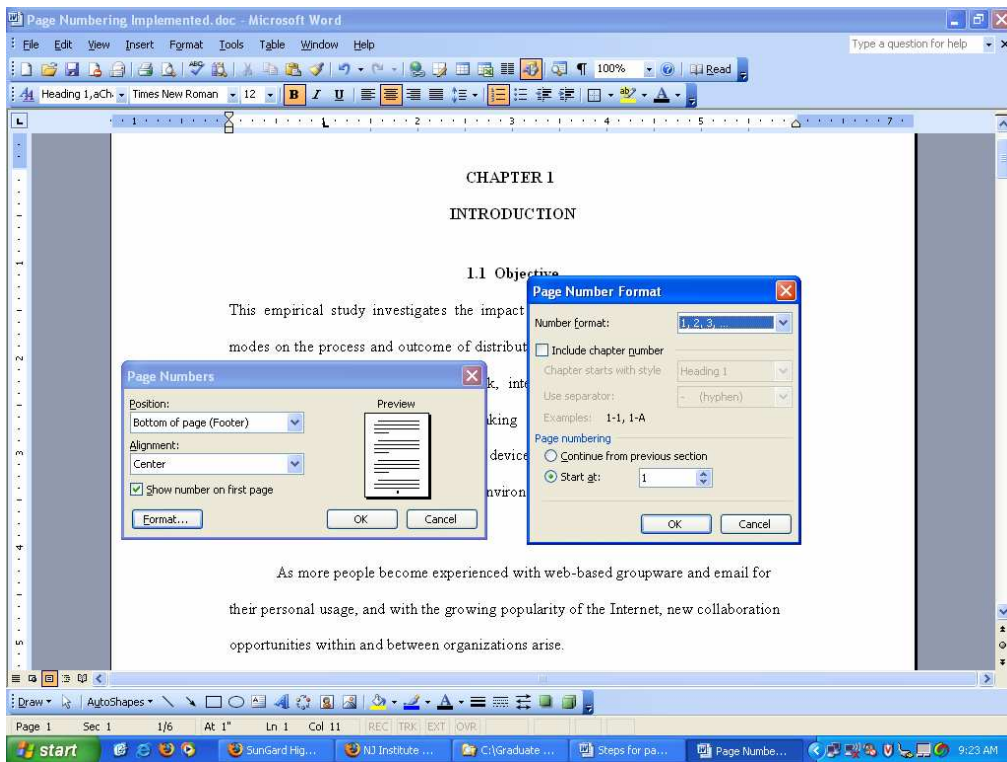
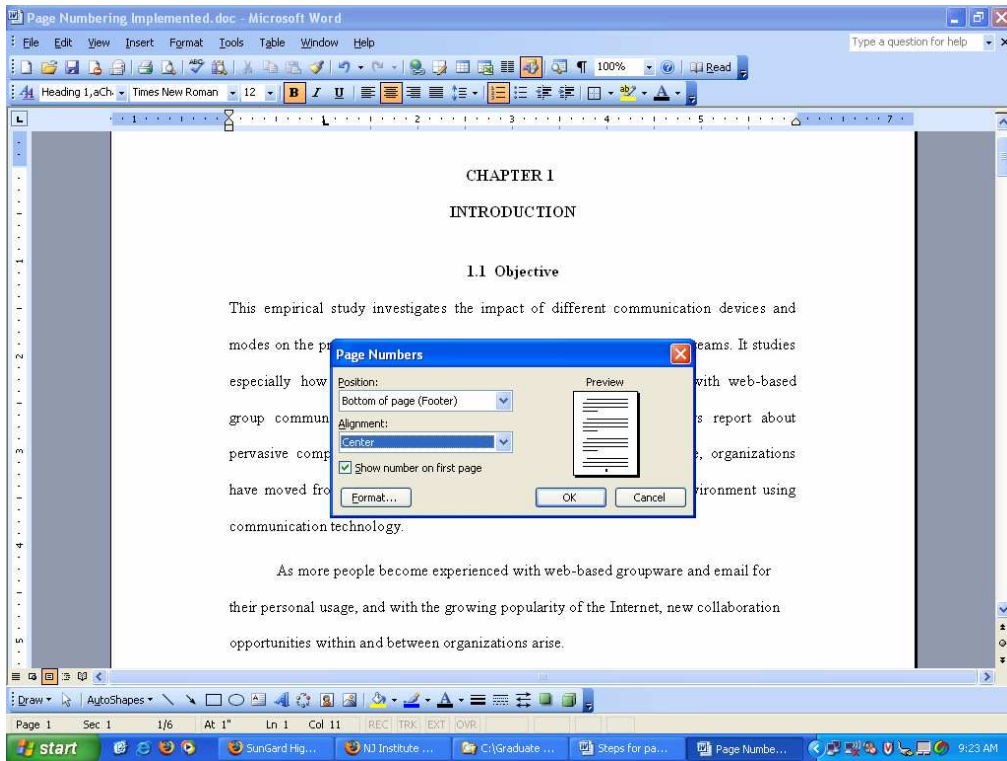
Insert -> Page Number -> Position: Bottom; Alignment -> Center;

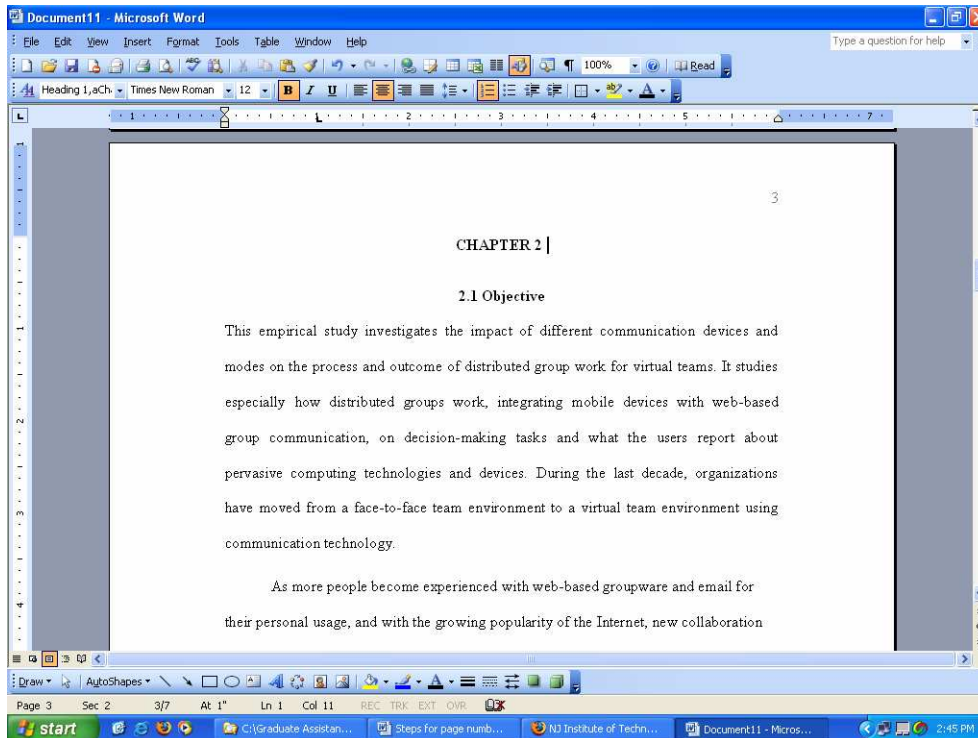
Click Format

Page Numbering: For Chapter 1: start at 1

For Chapter 2 onwards: Continue from previous section

To bold the page number: select it and bold it.



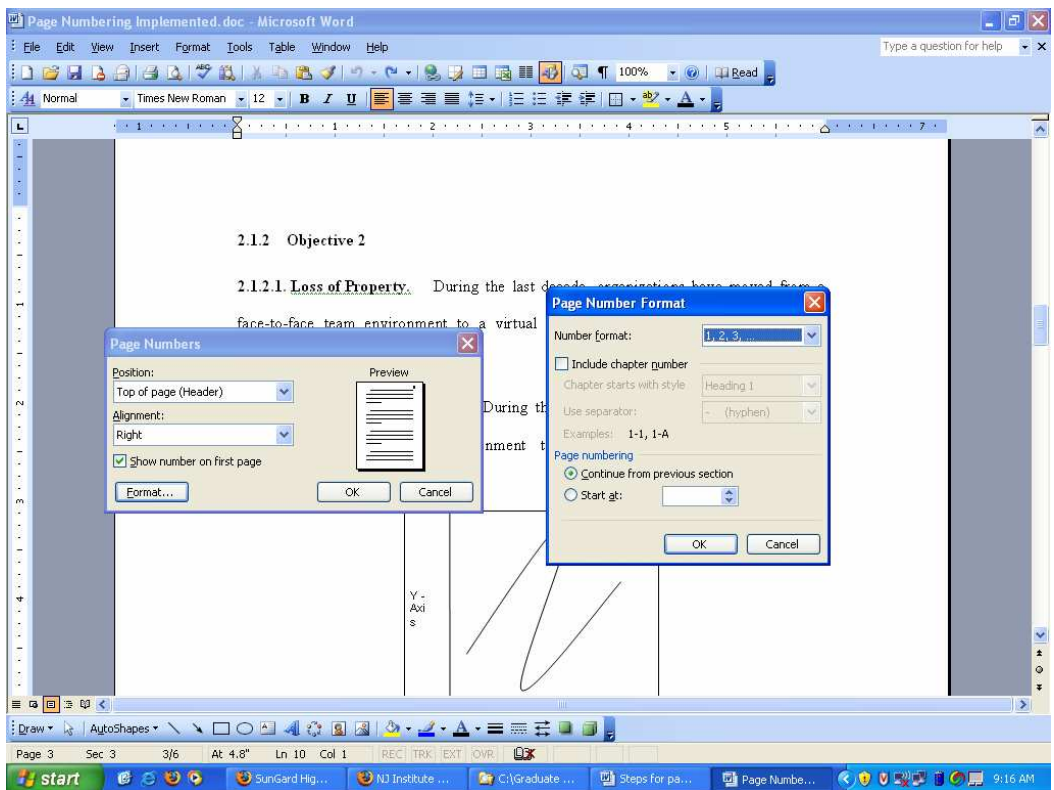
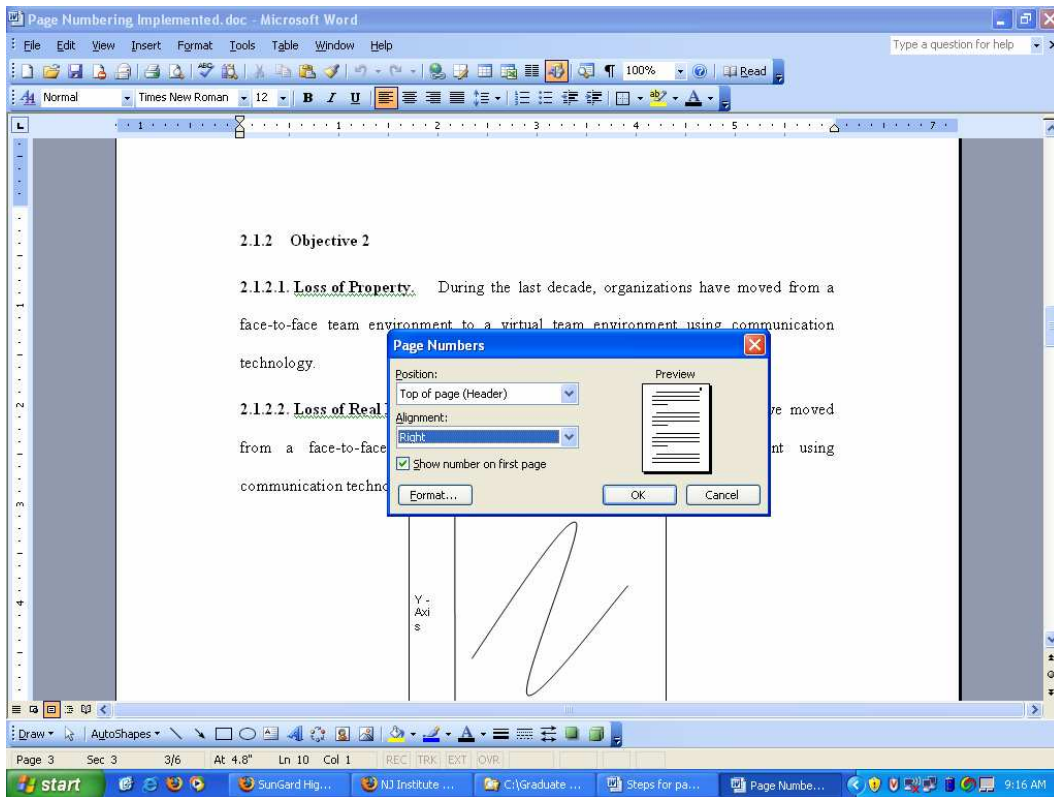


6. For the second page of each chapter follow these steps:

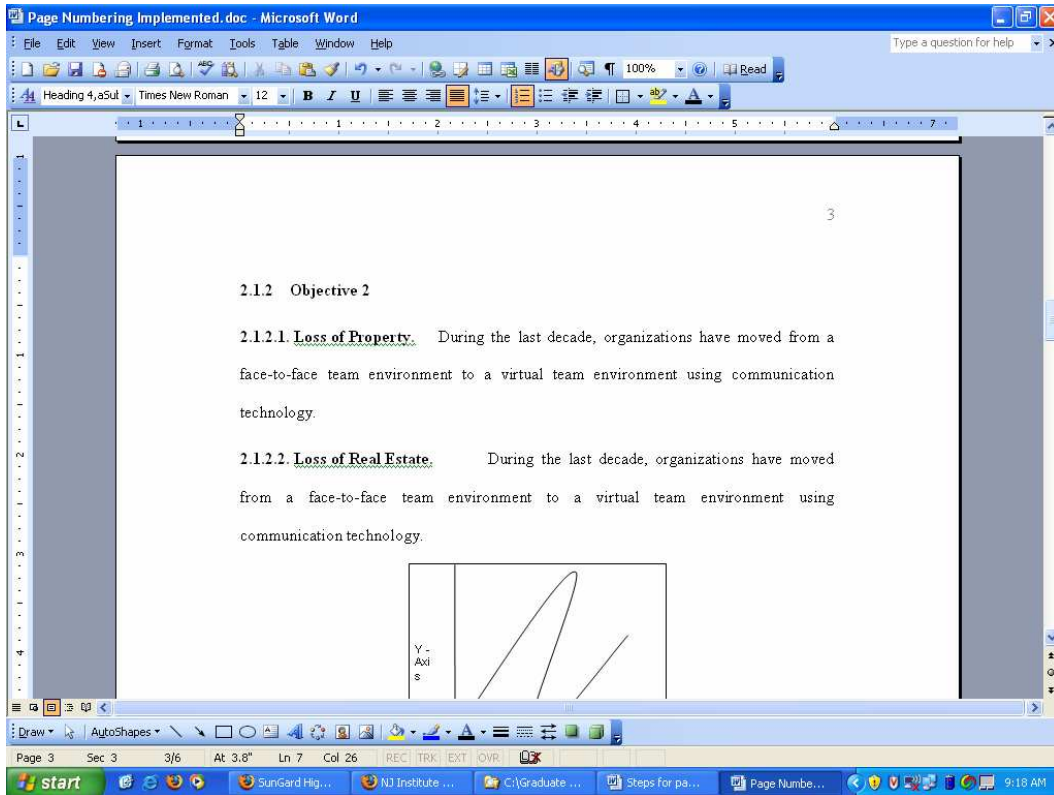
Insert -> Page Number -> Position: Top; Alignment ->Right;

Click Format

Page Numbering: Continue from previous section



The page numbers for the following pages are placed at the top rightmost corner of the page, until a new Chapter.



7. For a new Chapter again follow the same procedure as mention from step number 5.