**Entering Section/Page Breaks:**

1. Place your cursor in front of the first word of the main text of your paper.
2. Go to "**Insert**" and click on the "**Break...**" option at the top.
3. Click on "**Next page**" under "**Section break types**" and click "**OK**" at bottom.
4. At the top of the new blank page, type the word "TITLE." **Don’t move the cursor.**
5. Repeat 2-3: "**Insert**”→"**Break...**”→"**Section break types**”→"**Next page**”→“**OK.**”
6. Place your cursor **at the top of the new page** and type the word "CONTENTS."
7. Put the cursor **before** the word "CONTENTS" and repeat 2 – 3 to add a **blank page**: "**Insert**”→ "**Break...**”→"**Section break types**”→"**Next page**”→“**OK.**”
8. You have now added a “TITLE” page, a blank page, and a “CONTENTS” page.

**Adjusting Header/Footer Sections:**

1. With the cursor on the **blank page**, go to “**View**” and choose “**Header and Footer.**”
2. This will show the Header and Footer and bring up the “**Header and Footer**” toolbar.
3. Click on the highlighted “**Link to Previous**” button in the toolbar to deselect it.
4. The words “**Same as Previous**” should no longer show above the header field.
5. Click the next button to the right to “**Switch Between Header and Footer.**”
6. With the cursor now in the footer, again click “**Link to Previous**” to deselect it.
7. Further to the right on the toolbar is the **Show Next** button. Click this button.
8. This will put you in the footer of the “CONTENTS” page, which is Section 3.
9. Repeat steps 3 – 6 to remove “**Same as Previous**” in the header and the footer: “**Link to Previous**”→"**Switch Between Header and Footer**”→“**Link to Previous**”
10. Again, click on the “**Show Next**” button to move to the main text page, section 4.
11. Repeat steps 3 – 6 to remove “**Same as Previous**” in the header and the footer: “**Link to Previous**”→"**Switch Between Header and Footer**”→“**Link to Previous**”
12. The “**Same as Previous**” link is now removed from all sections. Close the toolbar.
Front Matter Pagination:

1. On page 3 of your paper, which is section 2, *put your cursor after* “CONTENTS.”
2. **Using the scroll bar, scroll down until none of the previous page is visible.**
3. Go to “Insert” and select the “Page Numbers...” option near the top.
4. In the “Page Numbers” toolbar, choose “Bottom of Page (Footer)” and “Center.”
5. Make sure “Show number of first page” is checked, and click the “Format” button.
6. Under “Number format” in the “Page Number Format” window, choose "i, ii, iii, ...."
7. Under “Start at” at the bottom, change the starting number to "iii" and click “OK.”
8. Click “OK” again. The "iii" will be centered in the footer of the “CONTENTS” page.
9. Double click on “iii” twice to highlight it and change the font to “Times New Roman.”

Main Text Pagination:

1. Scroll down to the second page of your actual text and put the cursor on that page.
2. Go to “Insert” and again select the “Page Numbers...” option near the top.
3. In the “Page Numbers” toolbar, choose “Top of Page (Header)” and “Right.”
4. Make sure “Show number of first page” is checked, and click the “Format” button.
5. Under “Number format” in the “Page Number Format” window, choose "1, 2, 3, ...."
6. Under “Start at” at the bottom, change the starting number to "1" and click “OK.”
7. Click “OK” again. Regular numbers will be at the top right of the pages of your text.
8. Double click twice on any page number to change the font to “Times New Roman.”

Check the Pagination of Your Document:

1. Your “TITLE” page should not have any page number showing on it.
2. A blank page will follow your “TITLE” page. It will also not have any page number.
3. Next is your “CONTENTS” page. It shows “iii” centered at the bottom.
4. Your actual text starts next with regular numbers at the top right, starting with “1.”
5. Congratulations—you have successfully paginated a Turabian paper in Word 2003!