Turabian Pagination for Word 2003

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 "<u>Next page</u>" 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*.
- Repeat 2-3: "<u>Insert</u>"→"<u>Break...</u>"→"Section break types"→"<u>Next page</u>"→"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*:
 "<u>Insert</u>" → "<u>Break...</u>" → "Section break types" → "<u>Next page</u>" → "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 "<u>View</u>" and choose "<u>Header and Footer</u>."
- 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 "<u>Show number of first page</u>" is checked, and click the "<u>Format</u>" button.
- 6. Under "Number format" in the "Page Number Format" window, choose "i, ii, iii,"
- 7. Under "Start <u>at</u>" 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.
- 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 N<u>u</u>mbers...**" option near the top.
- 3. In the "Page Numbers" toolbar, choose "Top of Page (Header)" and "Right."
- 4. Make sure "<u>Show number of first page</u>" is checked, and click the "<u>Format</u>" button.
- 5. Under "Number format" in the "Page Number Format" window, choose "1, 2, 3,"
- 6. Under "Start <u>at</u>" 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! Property of the Regent University Writing Center Rev. 3 Using 4 Section Breaks