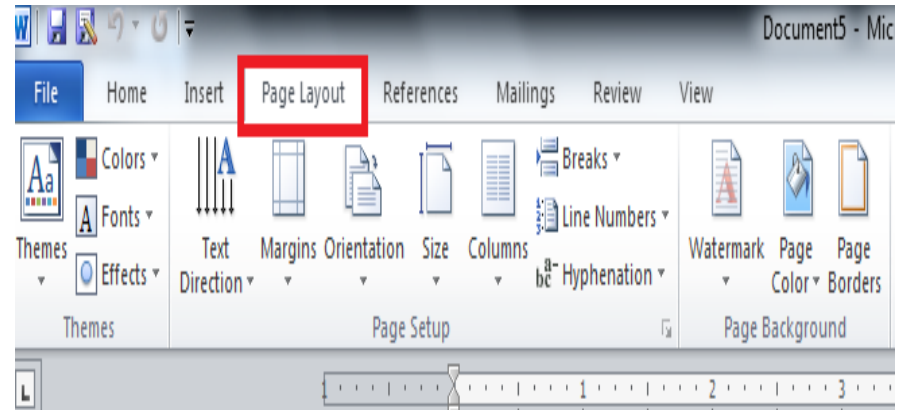


Setting up both Roman and Arabic numerals in the same document

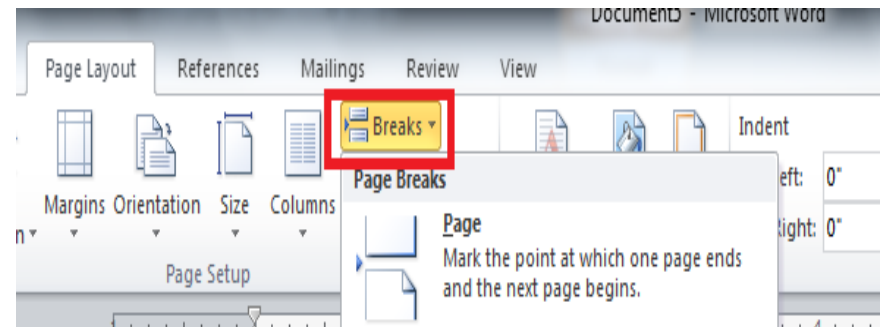
- The following how to will result in a two page document. The first page will have Roman Numerals on the top right of the header while the second page will have numbers on the top right of the header.

- To set up both Roman and Page numbers the same document, begin by **left clicking** in the body of your document.

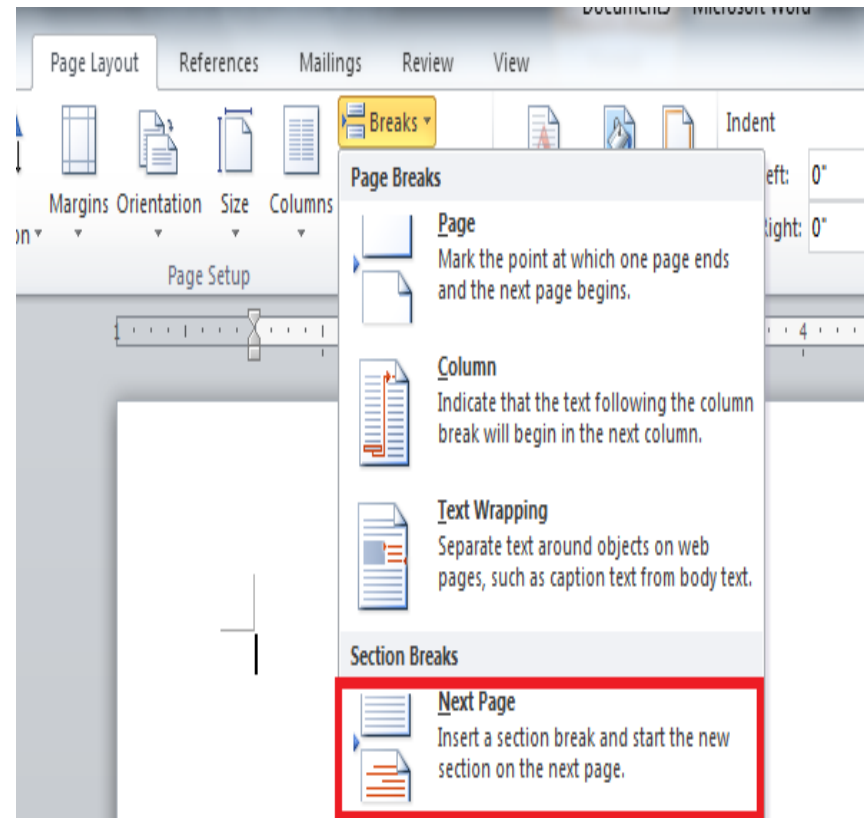
- Then **left click** on **Page Layout** in the toolbar.



- **left click** on the **Breaks** icon.



- **Left click on Next Page.**



- Then, if you **double left click** above the two cross hairs at the top of the page you will enter the header
- If you **double left click** below the two cross hairs at the bottom of the page you will enter the footer.
- When you **left click** on the **Next Page** icon, the cursor will jump to a new page.

- The cross hairs at the top of the page:

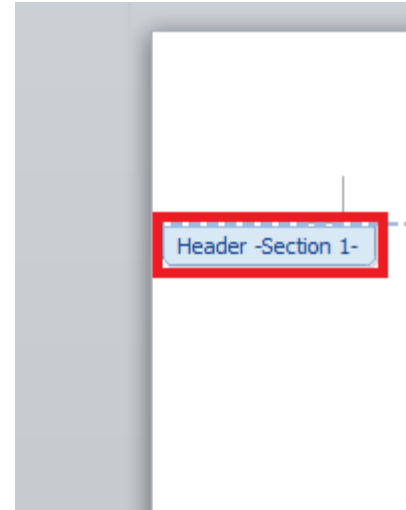


- The cross hairs at the bottom of the page:

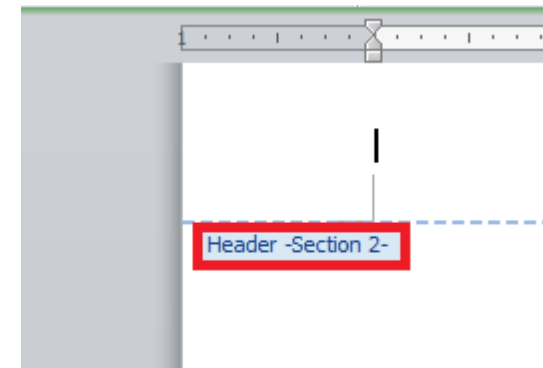


- When you have entered the header of the second page you will notice that it will say **header- Section 2-** and the first page will say **header- Section 1-** this is because the document is divided into two sections.

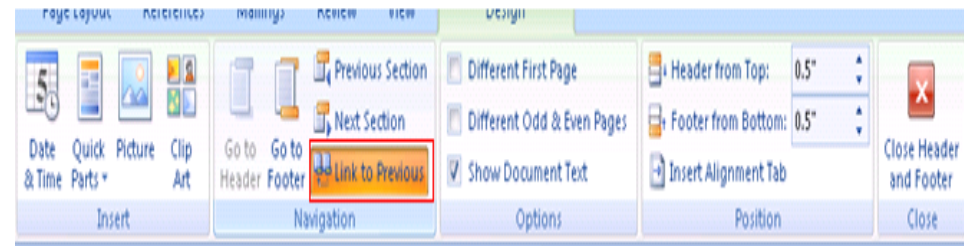
- The first page:



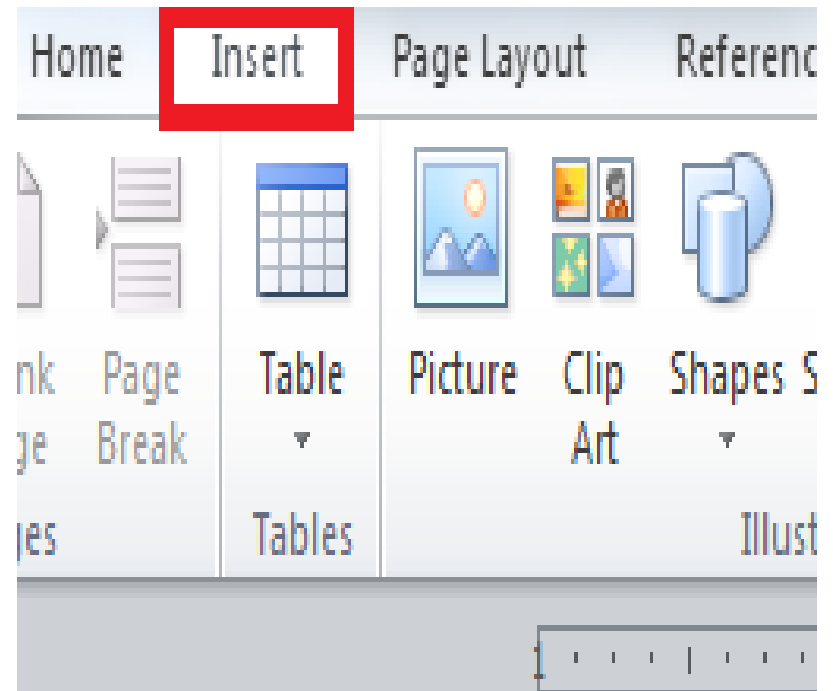
- The second page:



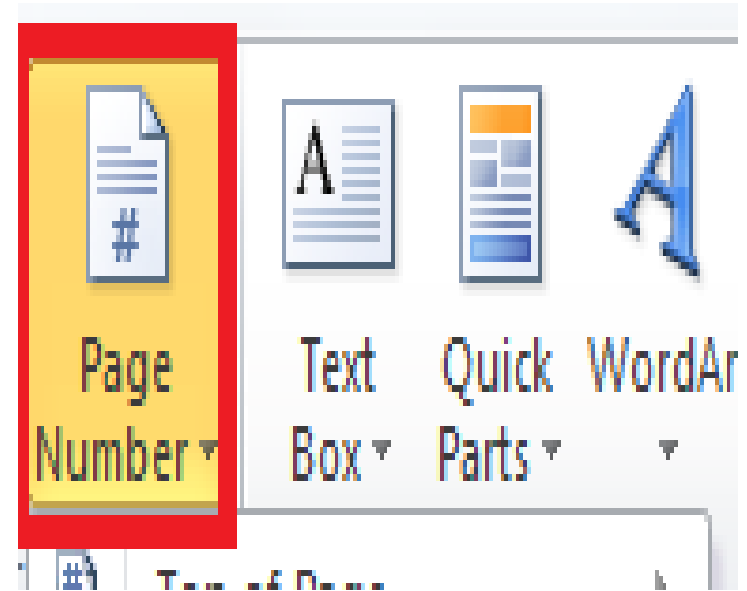
- **Left click on Link to Previous** section to uncheck it in header two so as not to contain the roman numerals that you placed in the previous header.



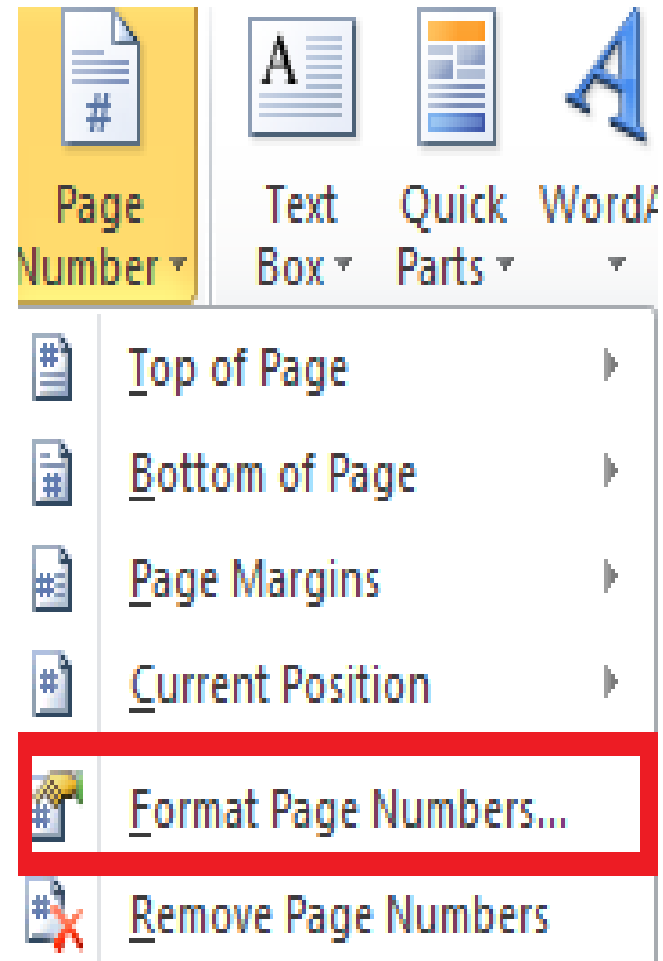
- While still on the second page, **left click** on the **Insert** tab.



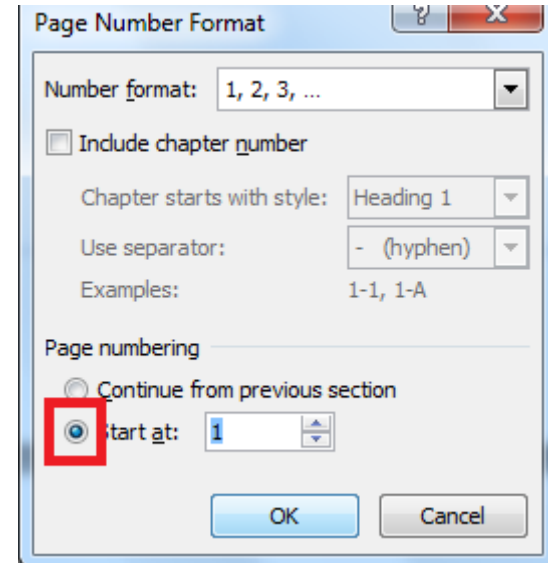
- **Left click on the Page Number Icon.**



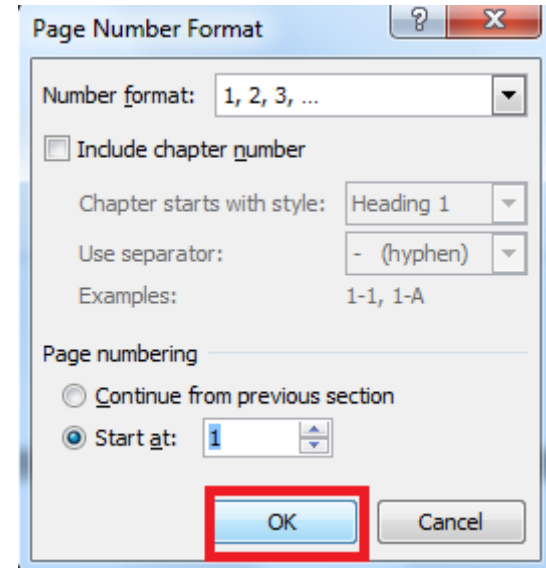
- **Left click on the Format Page Numbers** option near the bottom of the drop down menu.



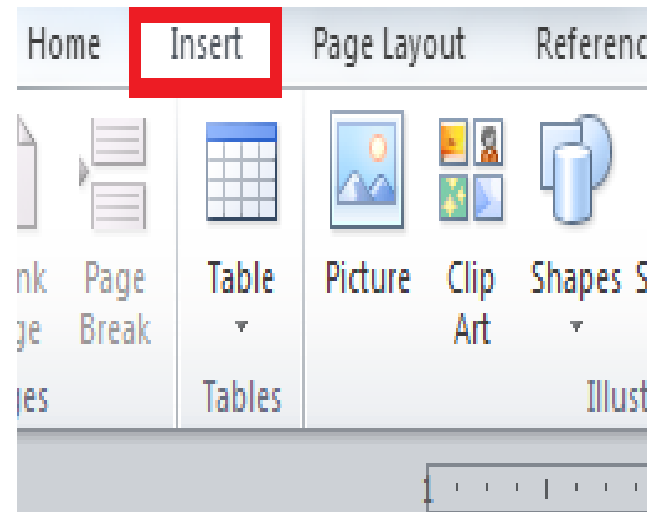
- In the box that pops up **left click** on the **Start At:** circle and make sure that it displays 1.



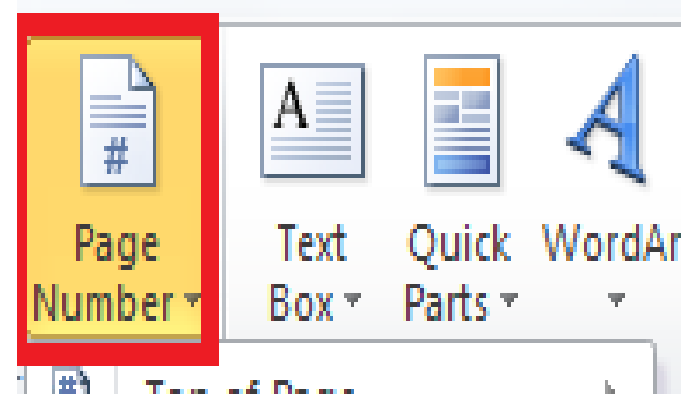
- **Left click on the OK button.**



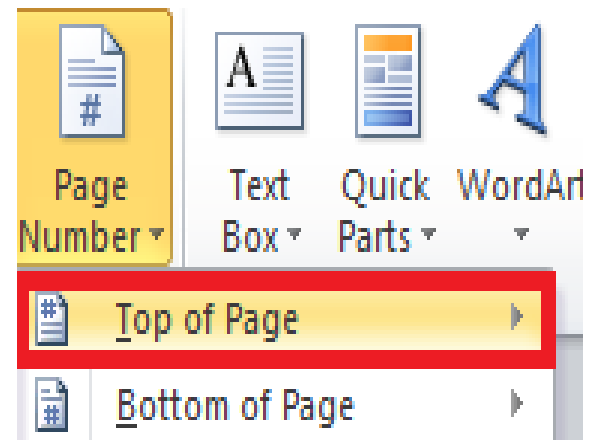
- **Left click on the Insert tab.**



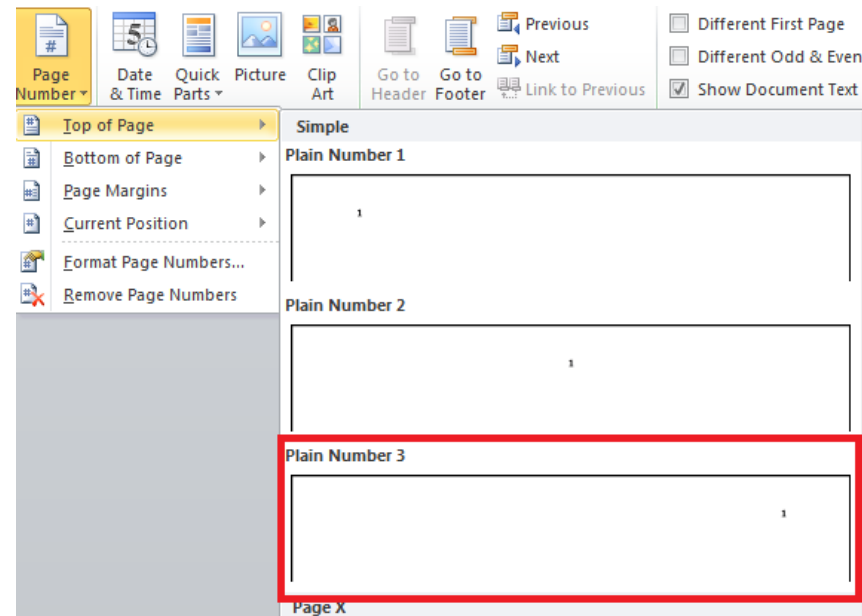
- **left click** on the **Page Number** Icon.



- Point your mouse to **Top of Page.**

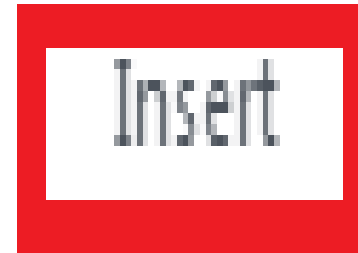


- **Left click on Plain Number 3** in the menu that appears to the side.

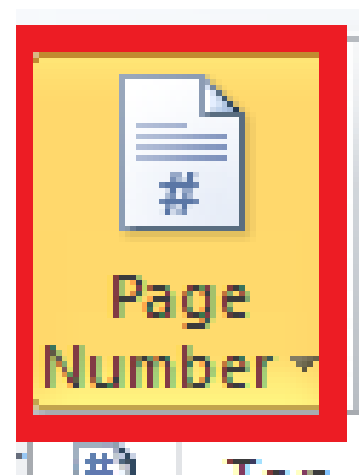


- **Double left click** above the cross hairs on page 1 to enter the header.

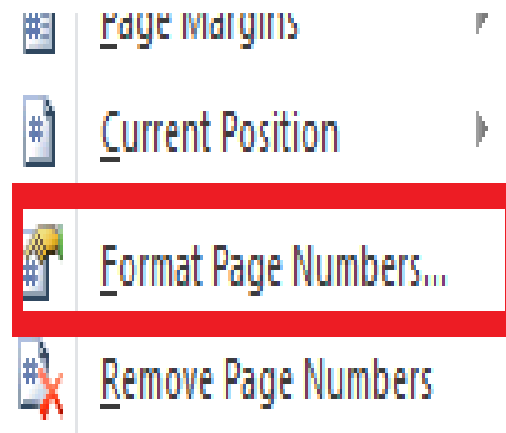
- **Left click on the Insert tab.**



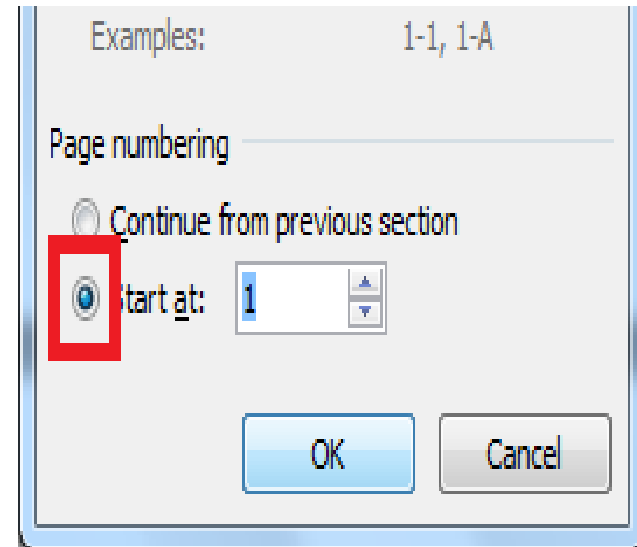
- **Left click on the Page Number Icon.**



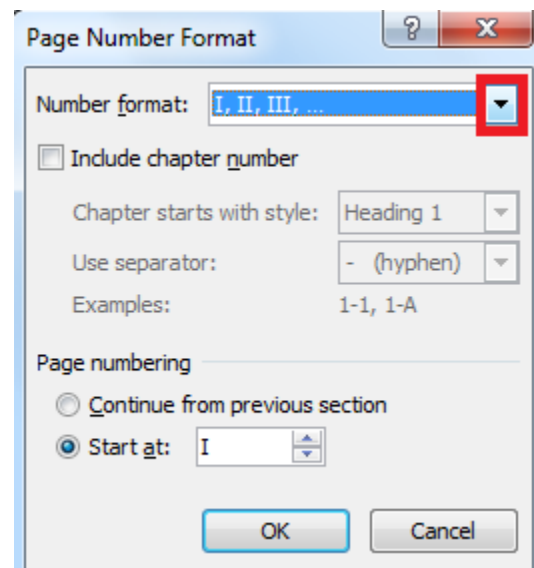
- **Left click on the Format Page Numbers** option near the bottom of the drop down menu.



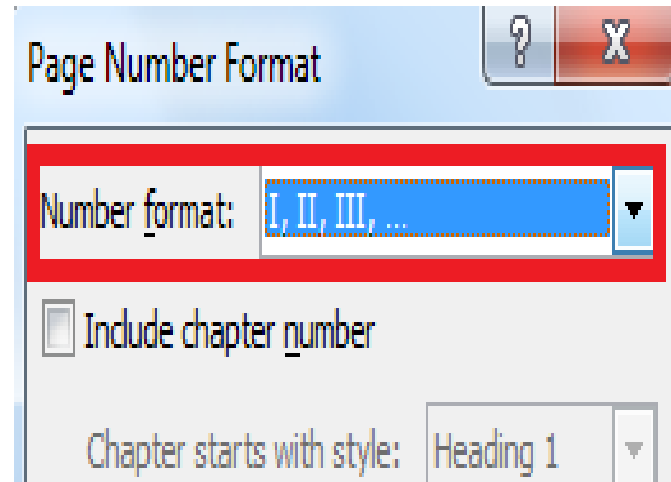
- In the box that pops up **left click** on the **Start At:** circle



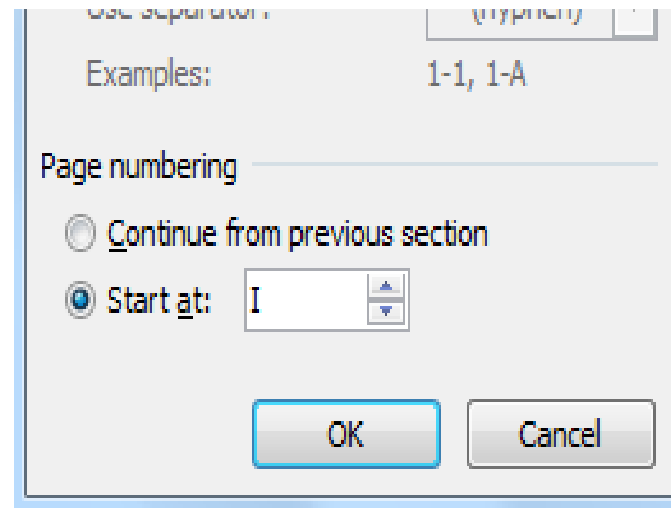
- Then in the box that says **Number Format**, **left click** the arrow that points down.



- Then choose Roman numerals.



- **Left Click** on **OK** located on the bottom of the box.



- To return to your document, **left click** anywhere in the document's body.
- Note, that Word now will treat the part of your document with Roman numerals and the part with Arabic Numerals as two separate sections of the same document, therefore as you type material into the Roman numeral section the pages will increase in this section only and not in the Arabic section and vice versa.