



## How to do Turabian Page Numbers

The following are detailed instructions on how to correctly place page numbers in Microsoft Word for Turabian format. It is best to format the page numbers after the paper is completed due to inserting section breaks. For more information on Turabian pagination, see the UWC Turabian Packet.

### PROCEDURE:

#### Step 1:

Double click the **Header** or **Footer** on the **Title Page** of the document → The **Design Tab** will open → In this tab, select **Different First Page**.

#### Step 2:

On the second page of the document, insert page number "2" in the center of the **Footer**.

#### Step 3:

For easier formatting, turn on the **Paragraph Marks** on the **Home Tab** (located in the **Paragraph** group, with this symbol: ¶).

#### Step 4:

At the end of the second page, be certain to place the cursor at the end of the text in order to avoid inserting a **Section Break** at an inappropriate place → Select the **Page Layout Tab** → Click **Breaks** in the **Page Setup** group → Under **Section Breaks**, click **Next Page**.

#### Step 5:

Once the **Section Break** has been inserted, double-click the **Header** on the third page → In the **Design Tab**, undo **Link to Previous** → Do the same for the **Footer** on the page (This will keep the document from continuing the numbering from the previous pages) → Insert page number "3" to the right side of the **Header** on page 3.

#### Step 6:

For the remainder of the paper, continue to change the **Footer/Header** from linking to previous pages and insert page numbers on the top right of the **Header**. *If it begins to automatically format page numbers again, insert another **Section Break**.*

#### Step 7:

For the Works Cited, the page number is centered in the **Footer** → Insert a **Section Break** at the end of the page before the Works Cited → Undo **Link to Previous** in order to place the page number centered in the **Footer** of the document.

*Because Microsoft Word varies from release to release, it is a good idea to double-check the page numbers once the process has been completed.*