



**UNIVERSITY OF CENTRAL FLORIDA**  
**BURNETT HONORS COLLEGE**

Steps and directions are adapted from the UCF College of Graduate Studies' Microsoft Word Formatting Modules.

## **Step 1: Page Numbers, Margins and Orientation**

This PDF explains Step 1 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

Step 1 shows you how to set page numbers, margins, and change the page orientation.

## **Showing Document Formatting (PLEASE READ THIS FIRST!)**

- Turn on the “**Show/Hide All**” function in Word. This will allow you to see the “hidden” formatting of your document. There should be an icon on the ribbon that looks like this:  
 (this is necessary for the next few steps, but also helpful for the rest of your formatting)
- Click on it.

Now that the formatting is visible, scroll to the last page before CHAPTER ONE starts. This is where you will need to break up the document into two sections.

## **Page Numbers**

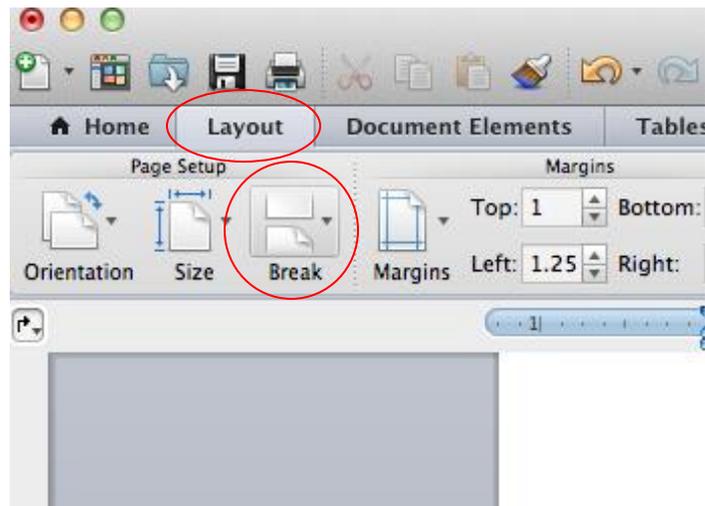
### *About Page Numbering*

Your ETD will need to have two sections. The first section, which includes all front matter, receives lowercase Roman numerals. The second section, which includes all content from CHAPTER ONE on, receives Arabic numbering. This guide will give you the steps to insert breaks, which will allow you to switch between numbering styles.

### *Inserting Breaks*

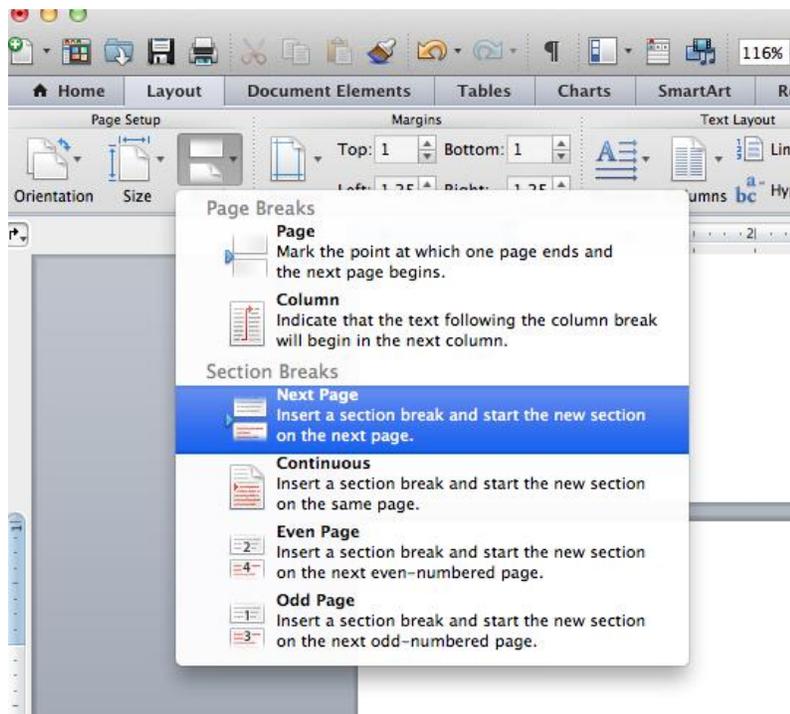
There are two types of breaks, page breaks and section breaks. To change page numbering, you will need to create a section break.

- Place your cursor after the last major section before CHAPTER ONE (This may be LIST OF ACRONYMS, LIST OF TABLES, sometimes TABLE OF CONTENTS)
- Press Enter once to start a new paragraph mark on a new line. Then go to the **Layout** tab and select **Break**.

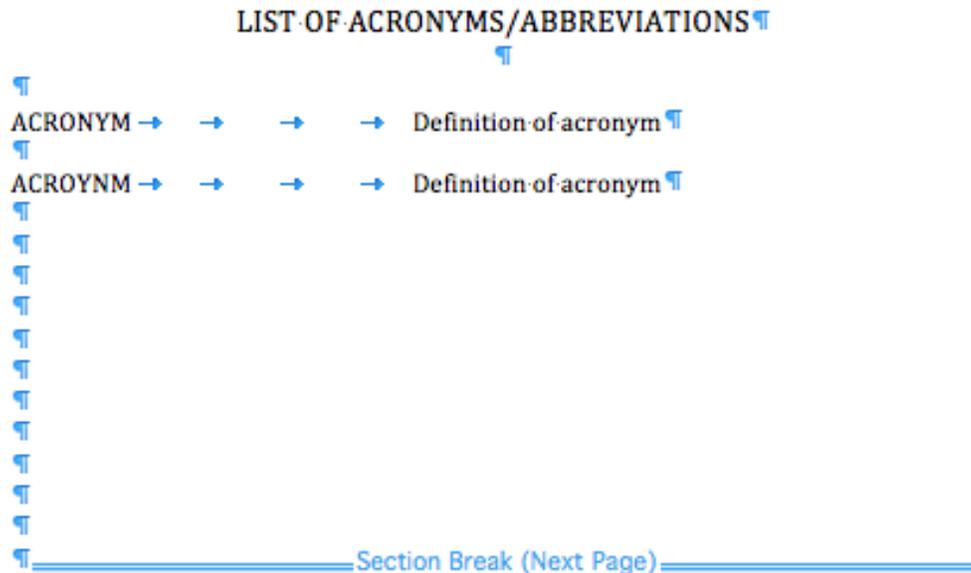


A drop-down menu will appear. You want to insert a Section Break (in this case, Next Page) here in order to break the document into two parts. This will enable you to switch from Roman numerals to Arabic numbers.

- Select Next Page from the drop-down menu.



You should see a double-line beneath your last line of text with the words "Section Break."



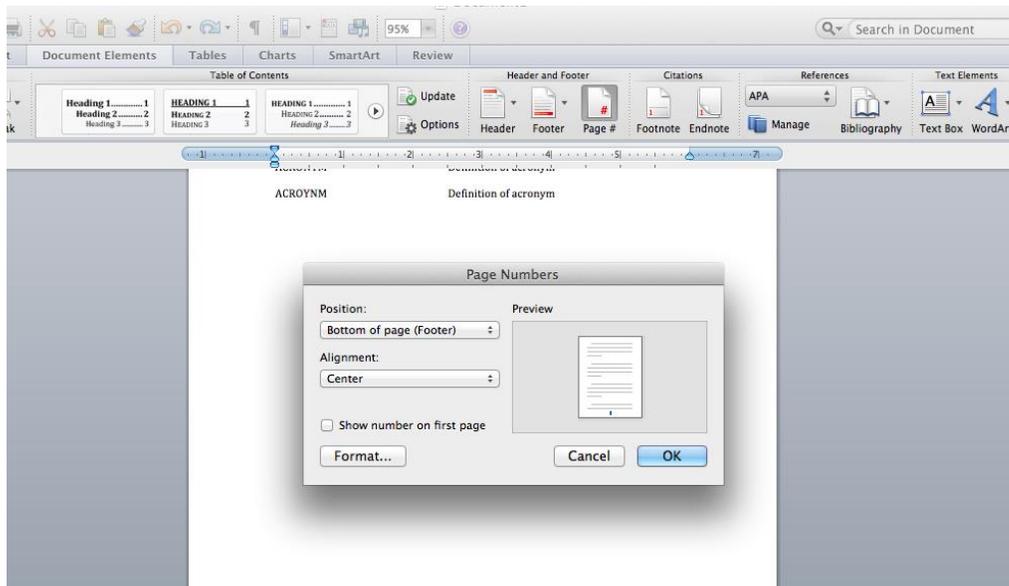
All of your other content has shifted to the next page. Now would be a good time to erase any extra paragraph marks that have moved to the next page (if any).

### *Inserting Page Numbers*

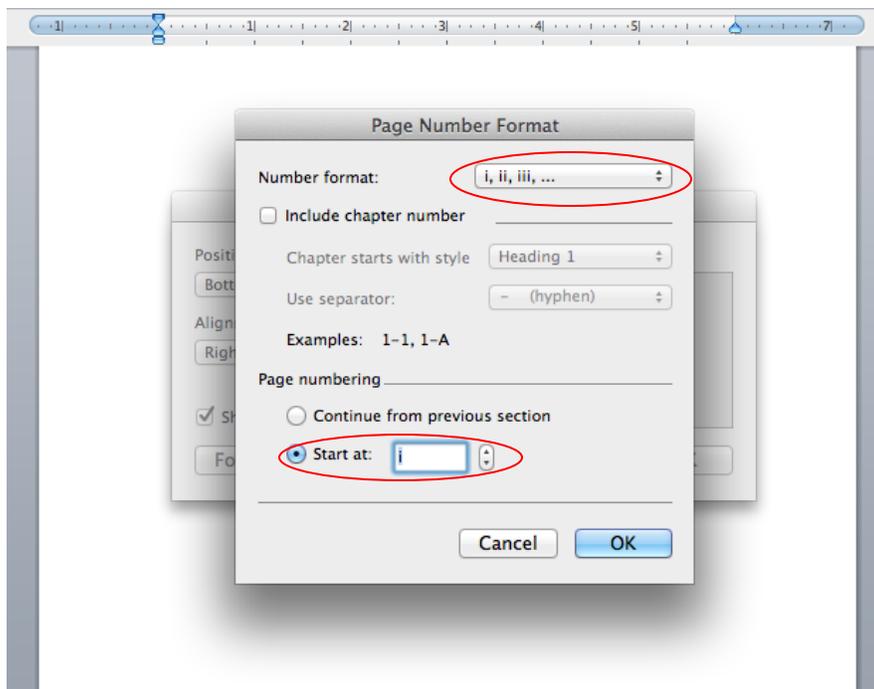
UCF requires that all page numbers appear approximately 1" from the bottom of the page, centered, without any additional formatting. This should automatically format when you insert your page numbers.

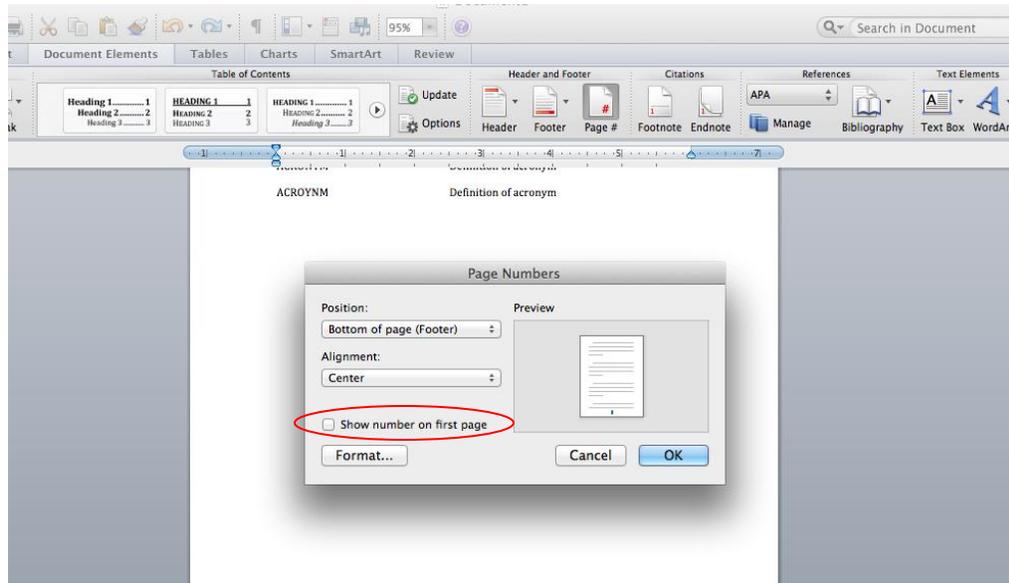
Now place your cursor on any of the pages BEFORE the section break. You will need to change the page numbers of your first section to lowercase Roman numerals.

- Go to the **Document Elements** tab and select **Page #** from the Header and Footer section. A menu will appear.
- Set your position to **Bottom of page (Footer)** and set your alignment to **Center**.



- Click the **Format** tab. Under **Number format**, select lower case Roman numerals. Have the page numbering start at i.

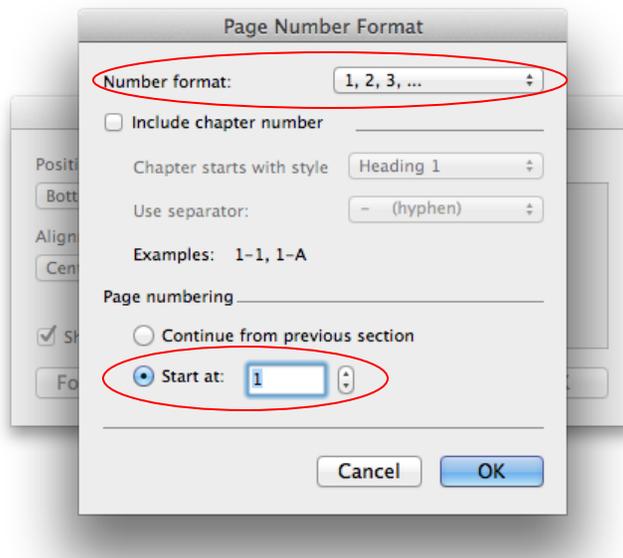




- You want to make sure that Roman numeral i is inserted, but does NOT show on the first page. To achieve this, make sure that you uncheck the box next to “Show number on first page”.
- Then hit **OK**. Scroll up a few pages to be sure that the pages are all numbered with lowercase Roman numerals – except the first page.

Now you will need to format the remainder of your thesis (starting from the first page of your Chapter 1, Introduction, etc.) to follow Arabic numbering.

- You will likely notice that there is already a page number on the first page of your actual thesis (Chapter 1, Introduction, etc.). This will likely show as page 4, 5, 6, 7, 8, etc. This number is showing because it is continuing from your previous front-matter section. You need to format this page number to restart at 1.
- As before, click on **Page #** under the **Document Elements** tab. The same menu will appear that you used to format the page numbering in your front matter. Again, make sure that you position the number on the bottom of the page and that you align the number in the center of the page.
- From the menu, click **Format**



- Be sure that your Number format says 1, 2, 3, ... If it does not, click the down arrow and choose it from the list.
- Also, click the radio button next to “Start at:” and choose 1.
- Then hit **OK**.
- Scroll down a few pages to be sure that the pages are consecutively numbered from 1 onward for the remainder of your thesis.

If they are not consecutively numbered after the first page of, look for the presence of more section breaks in the rest of your document. Multiple section breaks can mess up pagination throughout the document.

## **Margins and Spacing**

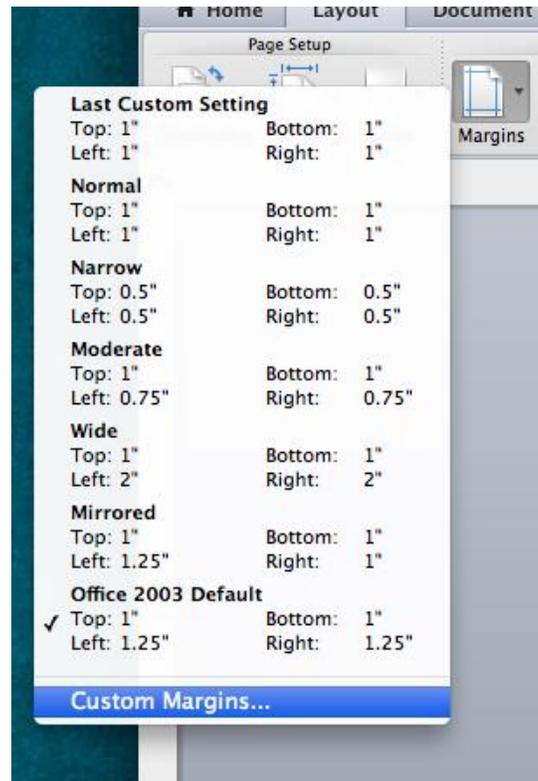
### *About Margins*

UCF recommends the following margins for your ETD:

- Left, right and bottom margins set to 1”
- Consistent top margin set to 1.5”

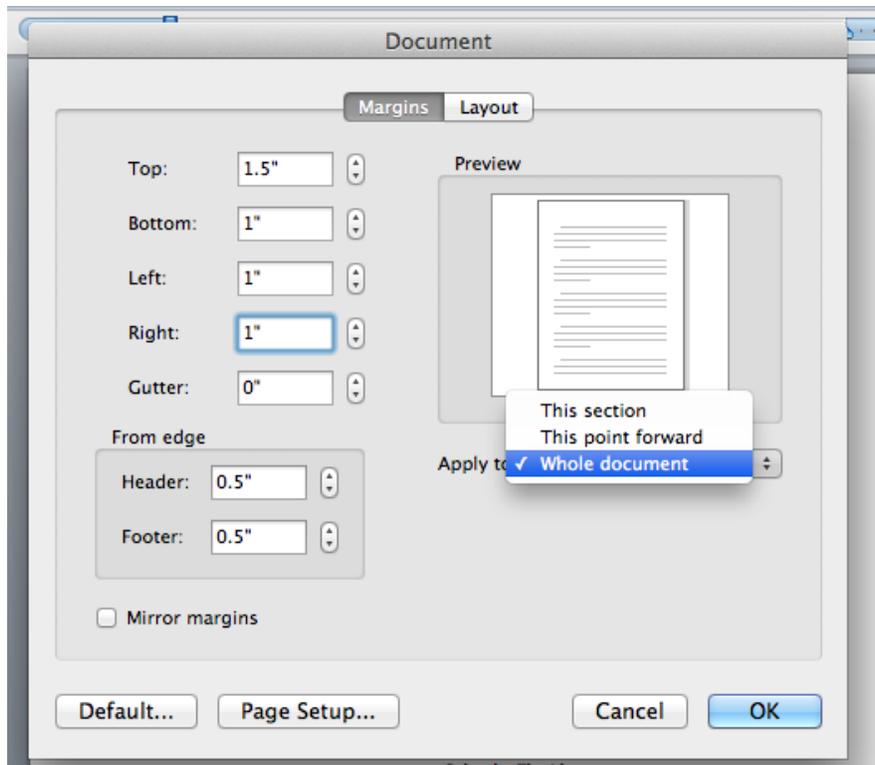
### Setting Margins

- Go into the **Layout** tab.
- Select **Margins** from the ribbon, then choose **Custom Margins**



The Page Setup menu will appear on screen. There are two main sections you need to look at: Margins and Preview. If your margins are set up to measure in points rather than inches, conversion amounts are provided.

- In the margins section, change the top margin to 1.5.
- Type in or use the up and down arrows to adjust the top margin to 1.5," and similarly modify the left, right and bottom margins to 1".



Once you have established the top margin, you must apply it.

Under the section labeled Preview, you will see a small menu.

- Under “Apply to...” you can click on a drop down menu. This will bring up a few options.
- Your default setting will probably be for “This section.” Select “Whole Document.”
- Hit **OK**.

### *About Spacing*

UCF requires that body text be double-spaced, regardless of font choice.

All headings and subheadings, including main chapter titles, should be single-spaced (see the help file “Headings and Subheadings” to read more about how to modify Heading spacing).

Figures, tables and their captions can be either double-spaced or single-spaced, as long as they are done consistently for all tables/figures (see the help file “Captions” to read more about how to modify caption spacing).

If any of these spacing rules create a widow or orphan line in the text, inserting a hard return is acceptable on a case-by-case basis to keep at least two lines of text together.

## Orientation

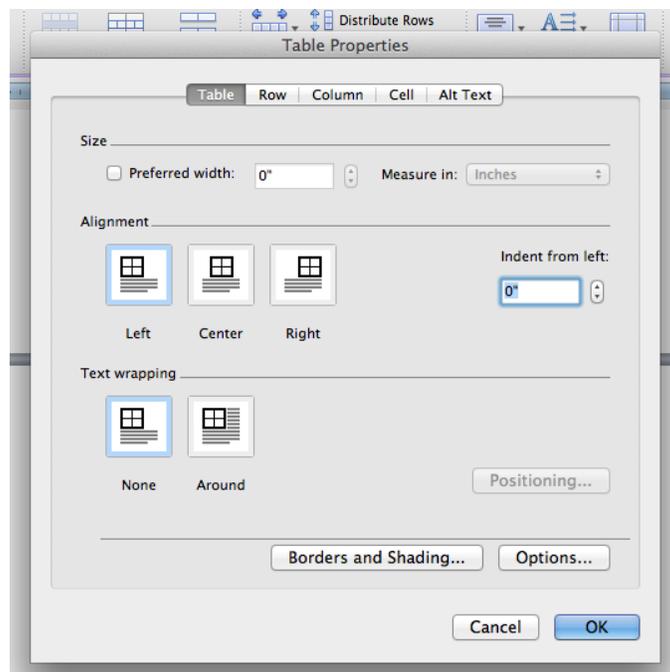
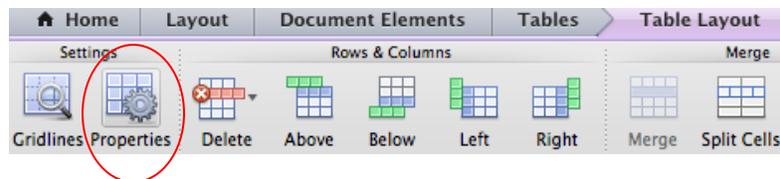
### *About Page Orientation*

Most figures and tables will be able to fit on a portrait-oriented page. However, if you do need to change the orientation of your page to accommodate a large table or figure, use this help file to follow the steps correctly.

### Switching Between Portrait and Landscape Pages

Find the table that needs the longer page. In order to ensure that your table stays together on the page:

- Click on the **Table Layout** tab. Under this tab, click on **Properties**. A menu will appear that allows you to format your table.

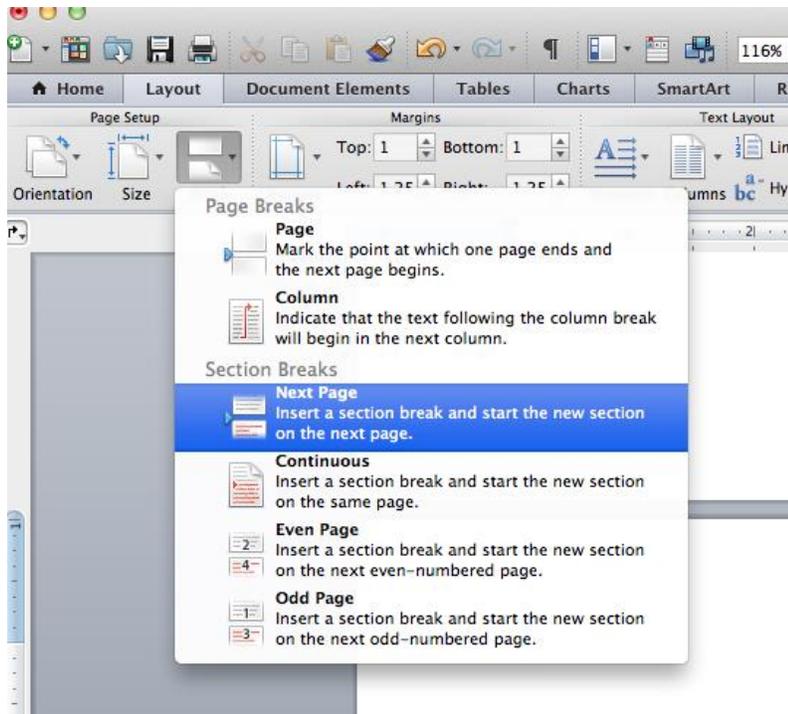


- Under Alignment, choose “Left”
- Under Text Wrapping, choose “None”
- Hit **OK** when you’re finished.

This will keep your table from splitting while you work.

Now scroll up to the page before the table. Place your cursor on the bottom of that page and insert a **Next Page Section Break**.

- With your cursor on the blank line, click on the **Layout** tab and select **Break**.
- From the drop-down menu that appears, choose **Next Page (Section Breaks)**.



When you have inserted your Next Page Section Break, your page should look as follows:



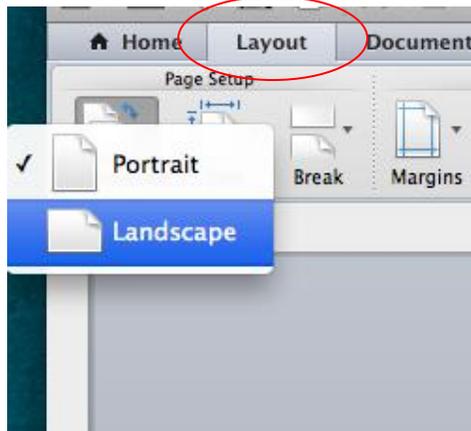
This will start your new section on a new page of the document.

Follow these same steps (**Layout>Break>Next Page (Section Breaks)**) on a blank line after the table. Your table should now be the only thing on this page.

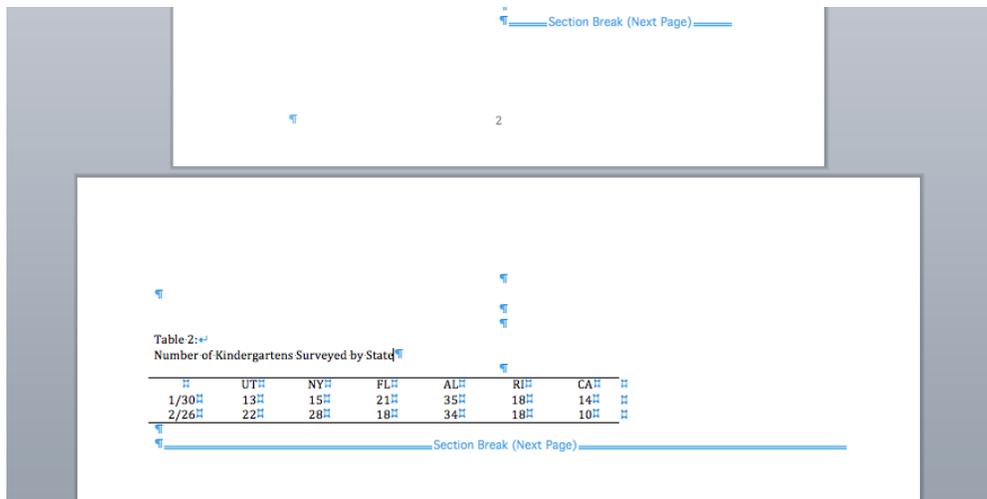
\*Note: Aside from page numbering and page orientation, breaks are rarely used when formatting your thesis or dissertation. You may need to also use these when you insert images, but do not excessively use breaks in your thesis – it will only complicate the formatting process. If you have inserted other breaks and find the formatting to be difficult, place your cursor next to the break and press **Delete**.

Put your cursor on the page containing the table. It can be in the table or outside of it, but it must be on the same page. This is where you will change the page orientation.

- Choose the tab labeled **Layout** and select **Orientation**.
- A drop-down menu will appear. Choose **Landscape**.



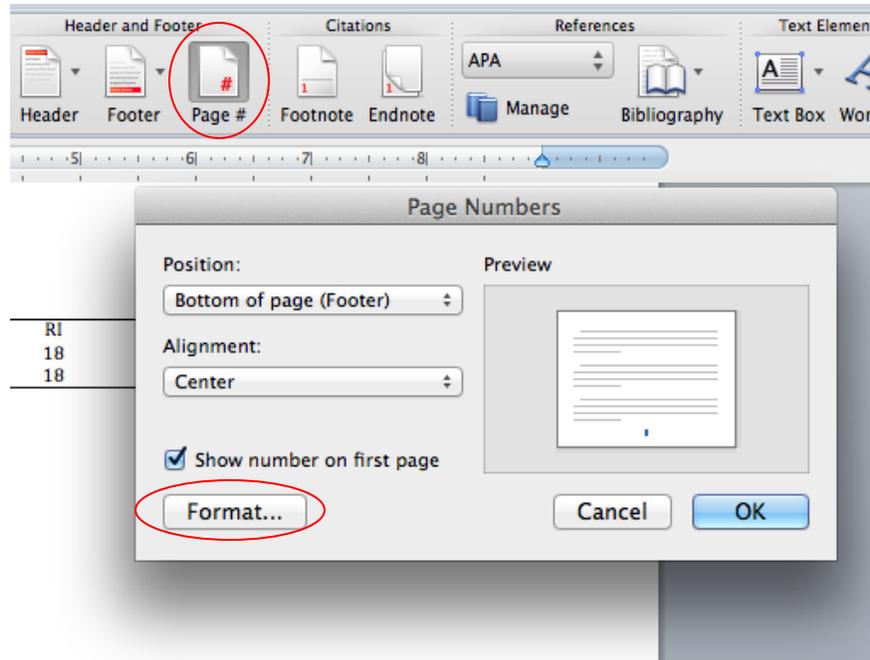
Your table's page orientation will change to landscape:



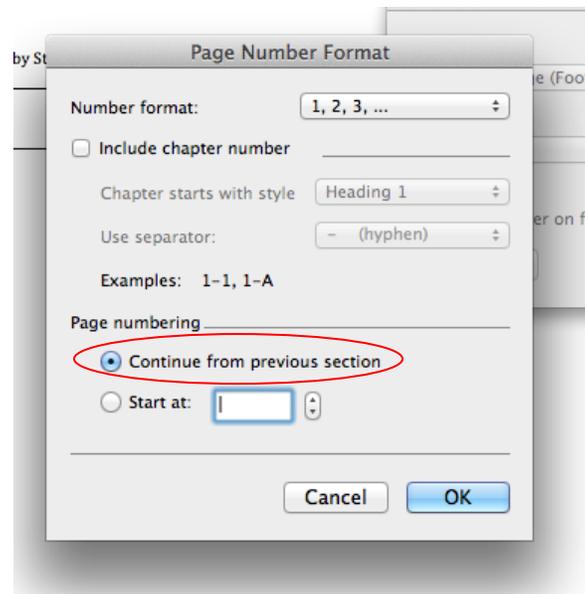
### *Updating Page Numbers After Orientation Change*

Following the insertion of page breaks, you will need to update the page numbers since Word will see the new section as a brand new page 1. To update your page numbers, keep your cursor on the page with the table.

- Go to **Document Elements** and select **Page #**.



- Click on **Format**. Click on the radio button next to “Continue from previous section”. This will keep your page numbers in sequential order.



Now place your cursor on the page after the table. If you see this page has not updated, follow the same steps (**Document Elements>Page #>Format>Continue from previous section**) to continue the page numbering system in sequence throughout your thesis.

You are now ready for  
**[Step 2: Headings and Subheadings](#)**