

## DEPARTMENTAL HONORS – Union College

### How to Create Multiple Page Numberings

Typically these are required to have more than one type of page numbering in the document. Instead of creating three separate documents to accomplish this, simply put all sections in one document and following these instructions:

\*These instructions are for Word 2007, although most word processing programs should have a similar solution.

1. Add page numbers by going to **Insert > Page Number**, and choosing the format option you like. Go under **Format** to choose your numbering format.
2. To remove numbers from the first page, click anywhere in the document. Go to **Page Layout > Page Setup > Layout**. \*(**Page Setup** does not look like a regular icon, but a blue footer title that encompasses the icons Margin, Orientation, Size, Columns, etc.) Under the **Headers and Footers** section, select the **Different first page** check box, and then click OK.
3. To start numbering on the second page at 1, go to **Insert > Page Number > Format Page Numbers**. In the “Start at” box, select 0.
4. To restart a new set of numbering, place your cursor at the top of the page that starts a new numbering style (not in the header). Select **Page Layout > Breaks > Next Page**.
5. Leaving your cursor where it is, go to **Insert > Page Number > Format Page Numbers** and change the “Start at” number to “1”. Then, select another “Number format” if desired.

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### How to Create a PDF from Word

The preferred method of theses submission is by PDF. Below are instructions for how to create a PDF using Adobe Acrobat. We have a few computers in the library with Acrobat software on them, but there are also free PDF software downloads you can find and use. The instructions will most likely be similar.

There is also a free Microsoft Office 2007 add-in you can download which allows you to save out PDFs from Word 2007:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en>

In Word 2007, there is a tab on the far right called **Acrobat**. Select it and choose **Create PDF**. The PDF should be created automatically.

Another way to PDF from the word file is to select **Print** and choose **Acrobat** from your printer list. Select **OK** and the PDF should be created automatically.

You can also open the Acrobat program instead, and PDF your document. Select **Create PDF > From File**. Select your thesis file and click **Open**. The PDF should be created automatically.

- ★ DO NOT add any security or passwords to your PDF. If you have done so in the past, you may have to remove this feature under **Preferences**.
  
- ★ DO NOT make your PDF “non-printable”. We will add this feature at a certain point in our processing before posting theses on DSpace. Only theses with proper permission will be posted.