

## **DEPARTMENTAL HONORS – Union College**

### **How to Create Multiple Page Numberings**

Typically theses 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 2010, although most word processing programs should have a similar solution.

Remove the page number from the first page

1. Click anywhere in the document.
2. On the Page Layout tab, click the Page Setup Dialog Box Launcher, and then click the Layout tab.
3. Page Setup Dialog Box Launcher
4. Under Headers and footers, select the Different first page check box, and then click OK.
  - a. If the Different first page check box is already selected, do not clear it. Instead, delete the page number in the First Page Header or First Page Footer area.
  - b. If you want the first page to have a header or footer that does not include a page number, insert the header or footer that you want while the cursor is in the First Page Header or First Page Footer area.

Start numbering on the second page with 1

5. Follow the steps for removing the page number from the first page.
6. On the Insert tab, in the Headers & Footers group, click Page Number, and then click Format Page Numbers.
7. In the Start at box, type 0.

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### How to Create a PDF from Word

The preferred method of these submission is by PDF. Below are instructions for how to create a PDF using Adobe Acrobat. All computers in the library have 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:

<https://www.microsoft.com/en-us/download/details.aspx?id=7>

In Word 2010, 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.

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- ❖ DO NOT make your PDF “non-printable”. We will add this feature at a certain point in our processing before posting theses online. Only theses with proper permission will be posted.