Combining Different Page Numbers in One PDF

A Step-by-Step Guide

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Objective—one document, different pages

- The University Guidelines Manual requires different types of page numbers for the front matter (table of contents, list of tables and so on) than for the chapters, plus some pages (notably the title page) must have no page numbers at all.

Title page = Unnumbered

Table of contents = Roman numerals
iii, iv, v, . . .

Chapters = Arabic numerals
1, 2, 3, . . .

- ProQuest, the online database company, requires that manuscripts be uploaded as a single PDF with embedded font. The ProQuest website provides a link to convert documents into PDF format. Embedding font, a fairly simple process, is covered at the end of the slideshow.
- A major obstacle for many students can be inserting different types of page numbers in the same document. That's what this slideshow is all about.

The Big Picture—build a wall, make it strong

Basically, there are two steps to take in order to switch between types of page numbers:

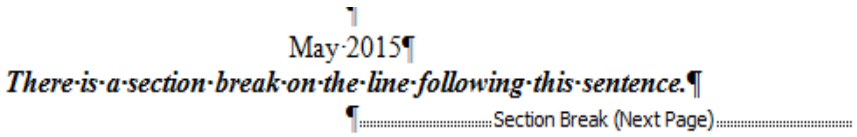
1. Build a wall to show where one type of page numbering ends and another type begins (section breaks).

2. Break connection between things on either side of the wall (de-activate Link to Previous).

Handy helper

- Use the “Hide/Show” icon located under the Home tab to easily keep track of where all section breaks are located. The Hide/Show icon looks like a backwards “P” (¶).

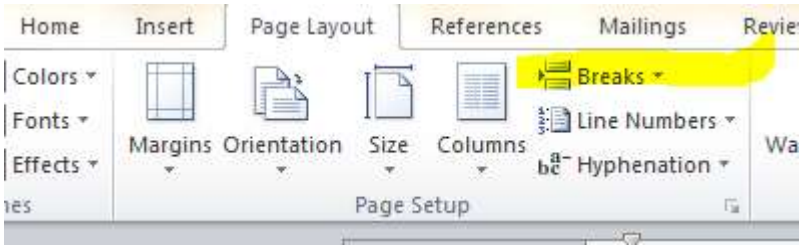
- When the Hide/Show icon is activated, section breaks look like a double row of tiny dots.



- As you create section breaks in your document, look for other breaks already present in the document. Omit these breaks—they can add complications when formatting the page numbers.

Now let's begin--Use <u>Next Page</u> section breaks

- Be sure to use section breaks (not page breaks) and the type of section break to use is "Next Page." To activate Next Page section breaks, click on the Page Layout tab and then look for the "Breaks" icon.



- When you click on the Breaks icon, a pull down menu will appear. The second section in the pull down menu (Section Breaks) lists the Next Page option. This is the one to choose.

Add Next Page section breaks in two places

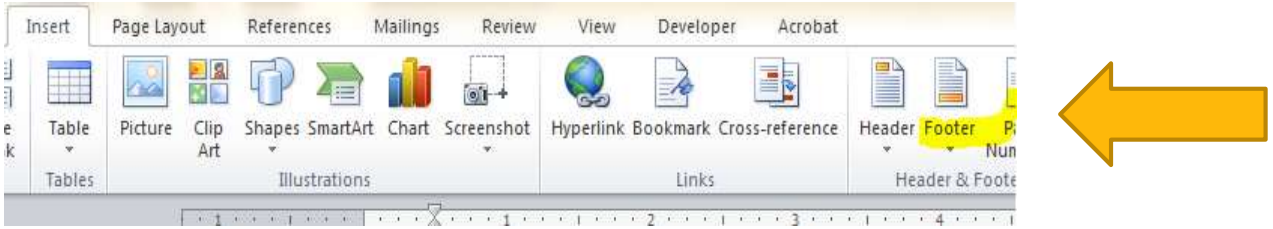
Next Page section breaks should be added at the end of the last line of the last page <u>BEFORE</u> the page where a new type of page numbering begins. For most manuscripts, two section breaks are needed

1. After the date line of the title page

2. After the last item listed in the table of contents (or the last item of the list of tables, the list of figures or the list of abbreviations if any of these are included in the manuscript)

Break the link to previous section—Part One

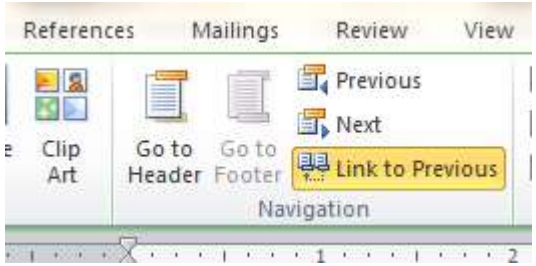
- Once the Next Page section breaks are in place, it is important to check that there is no link between the sections that have different types of page number. Click anywhere on the first page of Chapter 1 in the manuscript and then click on the Insert tab. Click on the “Footer” icon to bring up a dialog box.

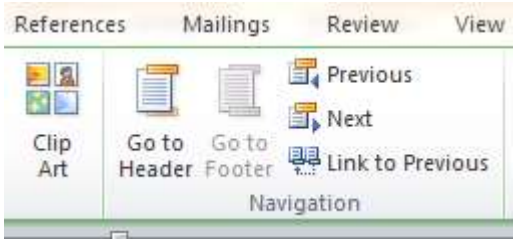


- Look for the words “Edit Footer” near the bottom of the box and click there.

Break the link to previous section—Part Two

- Clicking on the words Edit Footer will bring up a new menu bar <u>above</u> the document called “Header & Footer Tools.” Look for the words “Link to Previous” in the menu bar.





WRONG RIGHT

- If the words Link to Previous are highlighted, that means the link is activated. To de-activate the link, click on the words Link to Previous.
- Once the Link to Previous feature has been de-activated, you can format the page numbers differently in the two different sections—Arabic numbers (1, 2, 3) for the chapters and Roman numerals (iii, iv, v) for the front section.

Break the link to previous section again (and again?)

- Repeat the procedure described on the previous two slides on the first page of the table of contents (or the first page of the acknowledgements page if you have included an acknowledgements page).

- Once the link to the previous section is de-activated, you can use Roman numerals (iii, iv, v) for the front section and no page numbers for the title page.

- BONUS SECTION BREAK! If your abstract is more than one page, Arabic numerals (1,2) must be used for page numbers on the pages of the abstract. A section break must be added after the last line of the abstract and the Link to Previous feature must be de-activated from the title page.

SECTION BREAK CHECK LIST	
Bottom of title page	**YES**
Bottom of table of contents (or last page with Roman numerals)	**YES**
Bottom of abstract	**MAYBE**

The mysteries of Microsoft

- It is not clear why working backwards when de-activating the Link to Previous feature is more effective, but it usually is.
- Also, the Link to Previous feature can sometimes re-activate itself. If page numbers do not change from Roman numerals to Arabic numerals or from no page numbers to Roman numerals, check again to be sure that the Link to Previous feature is not active on the key pages (first page of Chapter 1 and first page of table of contents or acknowledgements) and try again.

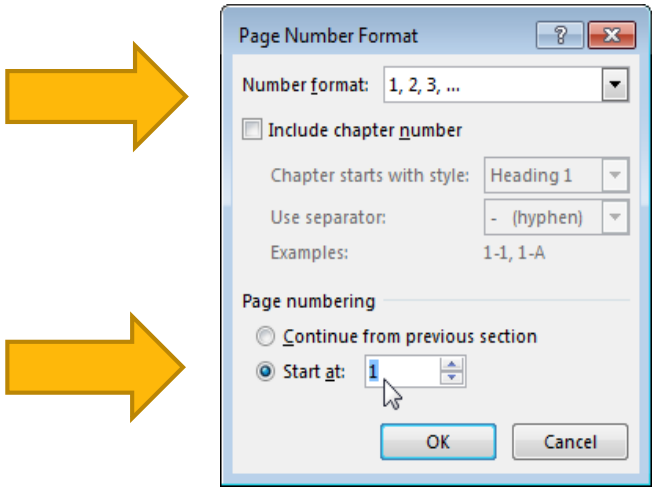
If document has no page numbers when section breaks are added

- To assign the page number 1 to the first page of Chapter 1 (or page number iii to the first page of the acknowledgements page or first page of the table of contents), begin by clicking anywhere on the first page of chapter 1 (or acknowledgements page or table of contents). Click on the “Insert“ tab and then the “Page Number” icon.

- Click on the Page Number icon to bring up a pull down menu. Look for the words “Bottom of Page” in the pull down menu. A second pull down menu will appear—choose “Plain Number 2.” Now the page will have page numbers.

Adjusting page numbers

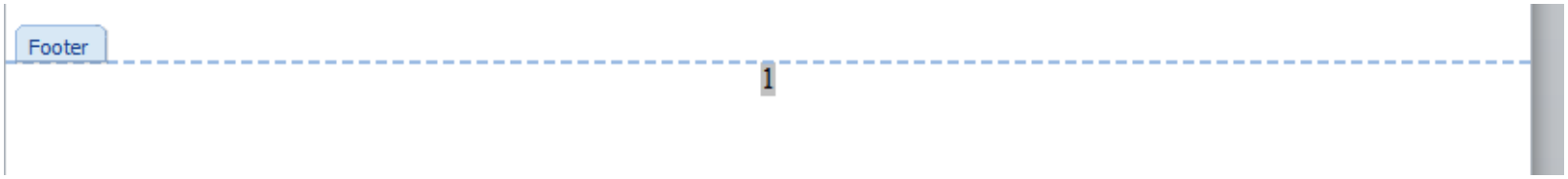
- Once page numbers are inserted on pages, they often need adjusting .
- Click on the Insert tab and the Page Number icon. From the pull down menu choose the words, “Format Page Number. In the dialog box, choose type of numerals (Arabic—1,2,3—for Chapter 1 or Roman—iii,iv, v—for acknowledgements page or table of contents).
- Click on button for “Start at” and fill in the number (1 for Chapter 1 or iii for acknowledgements page or table of contents).



More adjustments

- At this point, you can also adjust the position of the page number by setting the “Footer from Bottom” to 0.9 inch.

- The page number font style and font style must match the text. To change font style or font size of the page number, select the page number and right click to bring up a dialog box which indicates the font style and font size of the page number.



Pages that do not require page numbers

- If there are no page numbers on your one-page abstract and title page, do not add any.
- If there are page numbers on these pages due to previous attempts at adding page numbers, begin by clicking anywhere on the title page. Then click on the Insert tab and then on the Page Number icon. And then click on the words “Remove Page Number.”

UNNNUMBERED PAGES

One-page abstract

Title page

Copyright page (optional)

Warning

- Be aware that page breaks, page numbers and other formatting that have already been applied to your document can interfere with inserting page numbers.
- In other words, sometimes it doesn't work.
- If the method described in this slideshow doesn't work after 2 or 3 tries, an alternative is to create separate PDF documents and combining them into one PDF.

Combine PDFs using Adobe Acrobat Pro

An alternative to inserting different page numbers into one Microsoft Word document is to combine several PDFs.

1. Create three separate documents:
   * Pages with no page numbers (title page and so on)
   * Pages with Roman numerals (table of contents and so on)
   * Pages with Arabic numerals (chapters and so on)

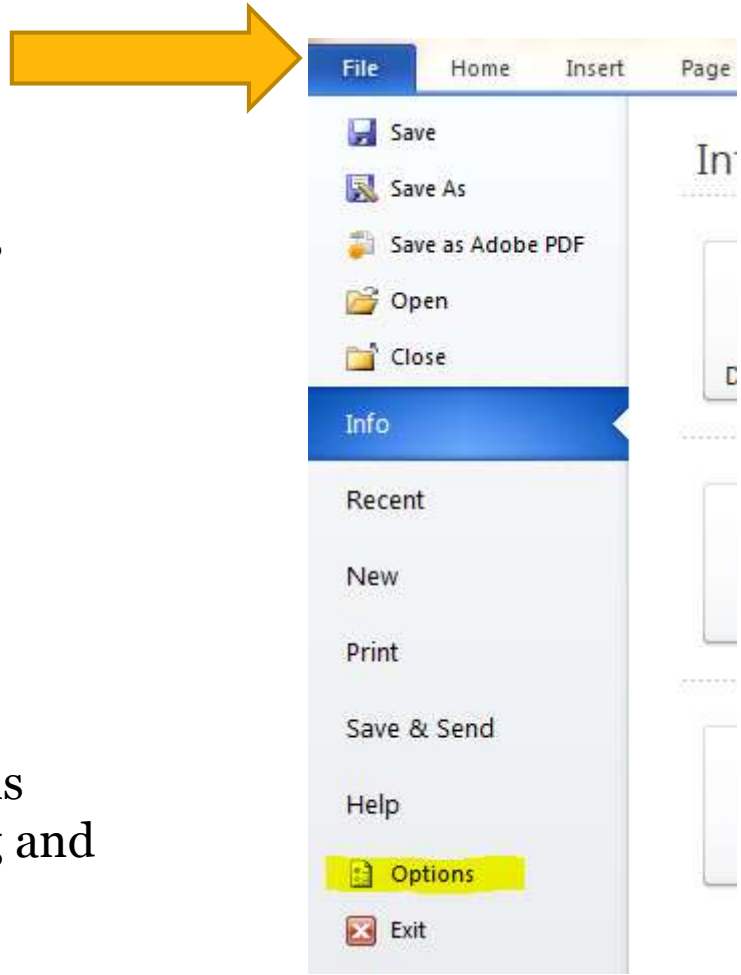
2. Convert each document to PDF format

3. Combine PDFs into one PDF using Adobe Acrobat Pro (available in University Library Spidell Computer Lab).
   * Pull up one PDF document and click on "Create" button
   * Choose "Combine Files into a Single PDF" from pull down menu
   * Add files using the "Add Files" pull down menu in top left corner
   * Click "Combine Files" button in bottom right corner
   * Name and save new PDF with all documents combined

Wait! Wait! There’s more!

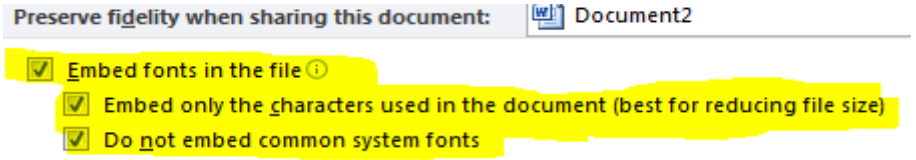
Embedding font and saving as a PDF

Embedding the font



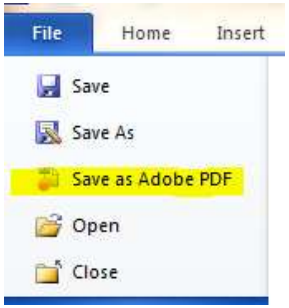
- Click on the “File” tab and choose “Options.”
- A new window pops up. Choose “Save” from the menu bar on the left.

- Click to make check marks on the items near the bottom related to embedding and then click on “OK.”

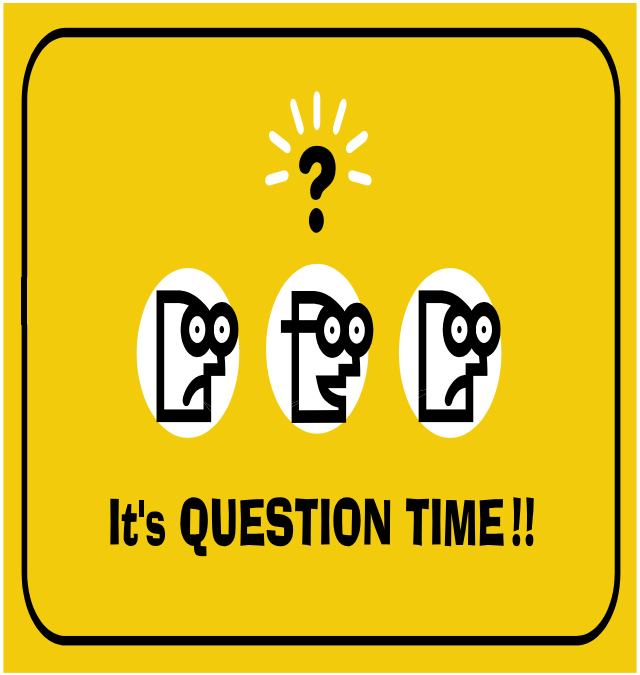


Saving document as a PDF

- ProQuest provides a link to convert a Microsoft Word document on the same web page that is used to upload your PDF. Also, newer versions of Microsoft Word allow you to save a document as a PDF. Word 2010 is available on computers in the University library if you need it.
- From the File tab, choose "Save as Adobe PDF."



- Be sure to keep track of where you're saving the PDF (Desktop or USB or a folder you've set up for files related to your manuscript) because you'll need it to upload to ProQuest.

We love questions!

- Never hesitate to contact the Thesis and Dissertation Office if you have questions or problems with formatting. We'll get back to you by the next business day.
- One easy way to convey the problem is to describe it in an email and refer to the page number where the problem appears in your manuscript. Then attach your manuscript (Word document or PDF) to the email.
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