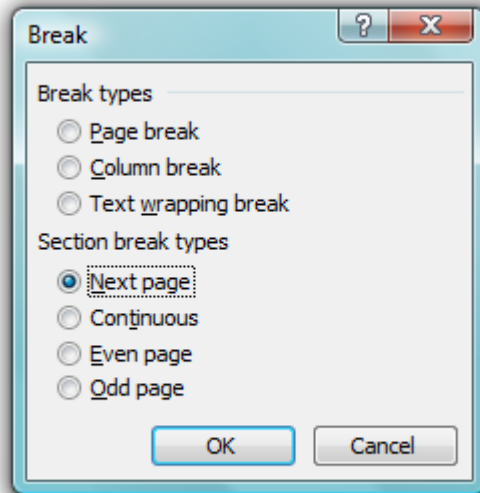


How to avoid numbering the cover page and table of contents page

Insert a section break after the table of contents page:

- Click on your table of contents page (after any text on the page)
 - a. Word 2000/2003: Go to Insert/break and select page break:

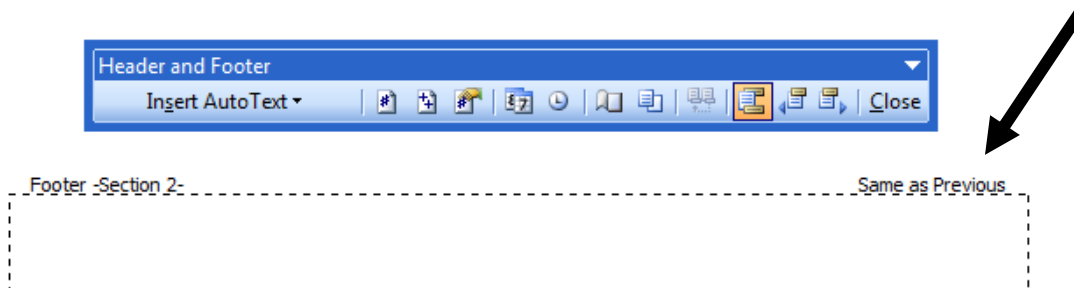


- b. Word 2007: Go to Page Layout/Breaks and select Section Breaks/Next Page

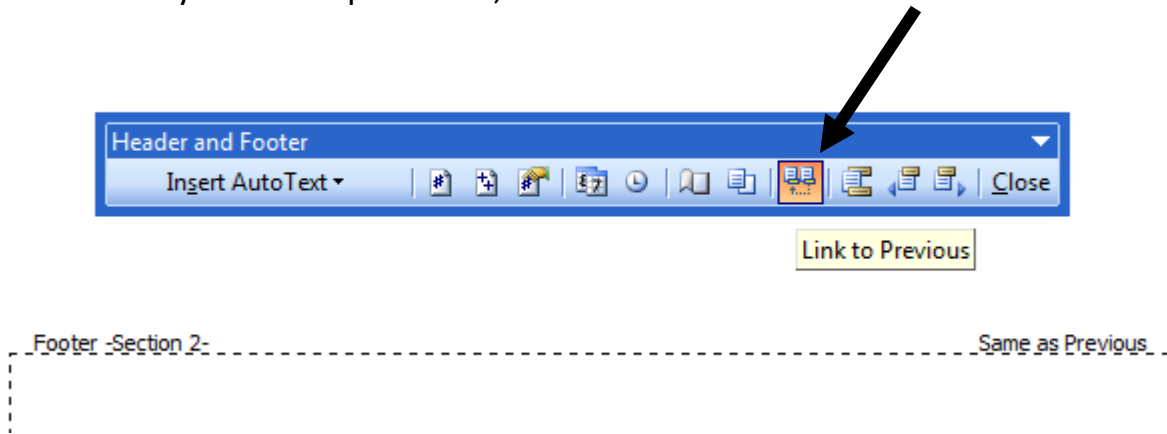
Go to the footer of the page where you want the numbering to begin

- Word 2000/2003: Go to View/Header and Footer.
- Word 2007: Go to Insert/Footer/Edit Footer
- Scroll down to the footer of the page where you want to start numbering

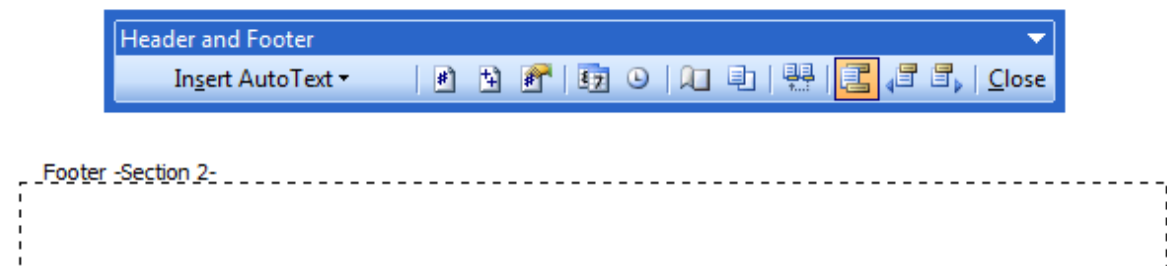
Make sure that the footer does NOT say “same as previous”:



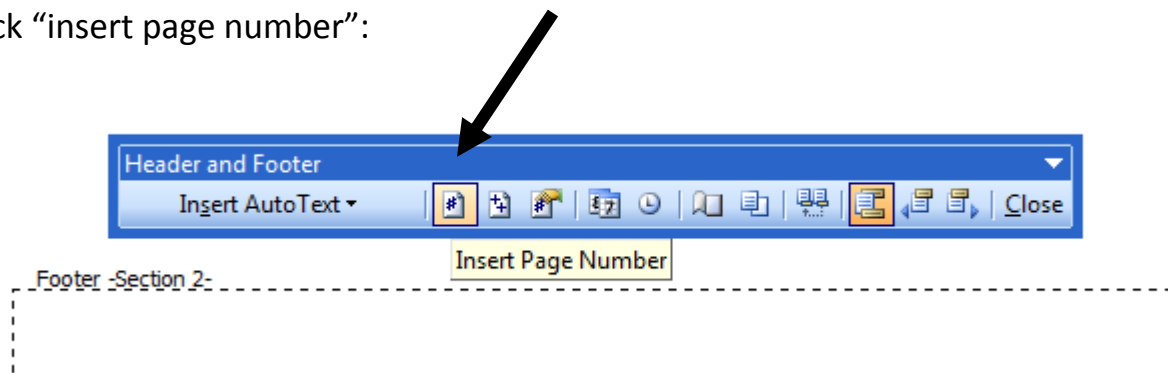
- If it does say “same as previous”, click the “Link to Previous” button:



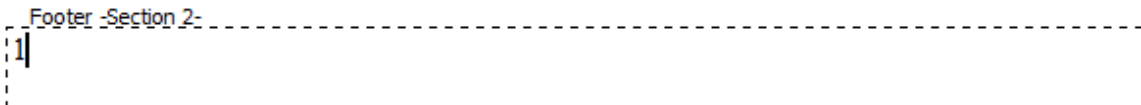
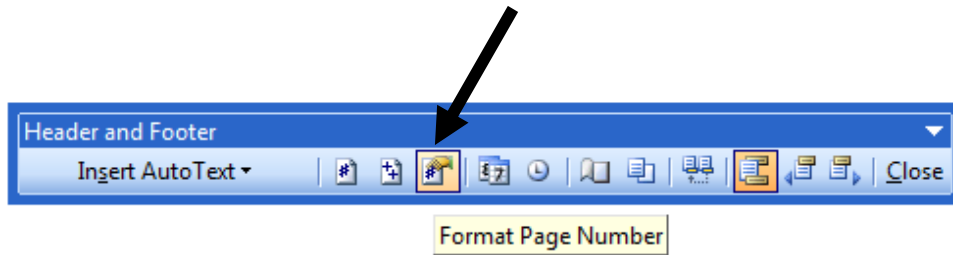
- This is how the footer should appear:



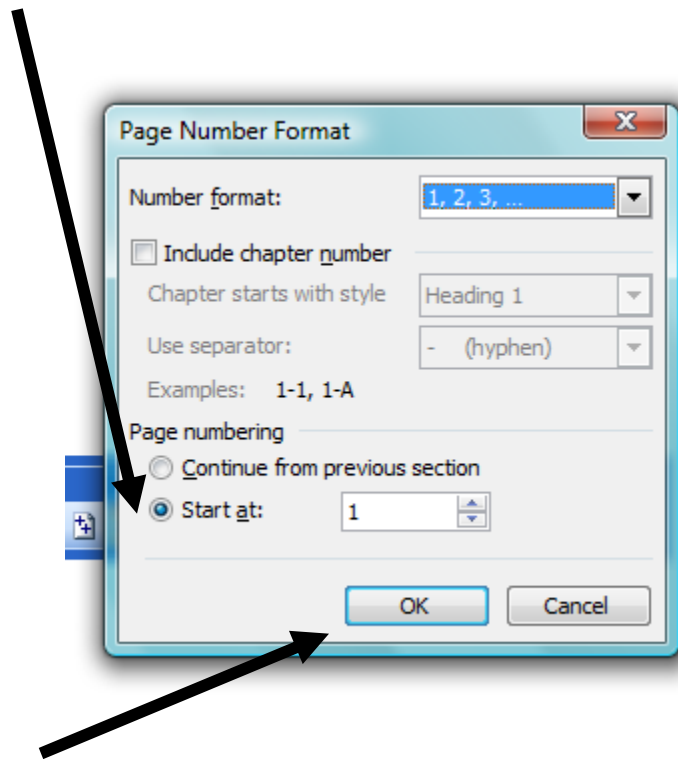
Click “insert page number”:



Click on format page number:



Select Page numbering, Start at 1. Click OK.



Center your number, change the font size to 8 and change the font to match your document.