Setting up page numbers in Turabian format when you need a Table of Contents (TOC) can be difficult. Your title page requires **no page number**, your TOC page starts with a **lowercase Roman numeral two (ii)** on the bottom-center of the page, and your main paper section will start with a **plain number one in the top-right corner**.

**NOTE:** The visuals in this guide were made with Microsoft Word 2016. They may differ slightly depending on your version of Microsoft Word.

### I. CREATING SECTION BREAKS

1. **Open a blank Microsoft Word document** – **TIP:** Set up your page numbers *before* you begin your paper.
2. Click on the “Layout” tab –

3. Click on the “Breaks” button –

4. Under breaks, click “Next Page” under “Section Breaks” –
5. Repeat steps 3 and 4 on the new blank page (Page 2 of your document). **You should now have three blank pages in total.**

II. **UNLINKING SECTIONS**

6. Right click twice in the blank space at the top of the second page –
   Note: You should see a dotted line and a gray box that says “Header -Section 2-“ appear on your page.

7. Click on the grayed button that says, “Link to Previous” –
   
   ![Image of a green arrow pointing to a button labeled Link to Previous]

   Be sure to click once in this section as if you were going to type something.

   ![Image of a green arrow pointing to the button labeled Same as Previous]
8. Scroll to the bottom of the page and repeat step 7 in the “Footer” section –

9. Repeat steps 7 and 8 on the header and footer sections of page 3.

III. INSERTING PAGE NUMBERS

10. Scroll to the bottom of your second page and click where it says “Footer -Section 2-“. Then click on the “Page Number” button –
11. Click on “Format Page Numbers” in the drop-down menu of “Page Number” –

12. In the pop-up menu, set the number type to lowercase Roman numerals; then click “OK” –
13. Click back in the footer of Section 2. Click on “Page Number,” then “Bottom of Page,” then “Plain number 2” –

14. Repeat step 11.

15. In the pop-up menu, set the page numbers to “Start at 1,” and then click “OK” –
16. Click in the header of Section 3 –

17. Click on “Page Number,” then “Top of Page,” and then “Plain Number 3” –
IV. CHANGING THE FONT AND SIZE OF THE PAGE NUMBERS

18. Click back on the “Home” tab –

19. Highlight the number and change the font and size from “Calibri, 11” to “Times New Roman, 12” –

20. Repeat step 19 for the page number on Page 2.

IF YOU DO NOT NEED A TABLE OF CONTENTS FOR YOUR PAPER:

- Only make one additional section (skip steps 5 and 9)
- Start your paper in the section after your title page (skip steps 12 and 13)