

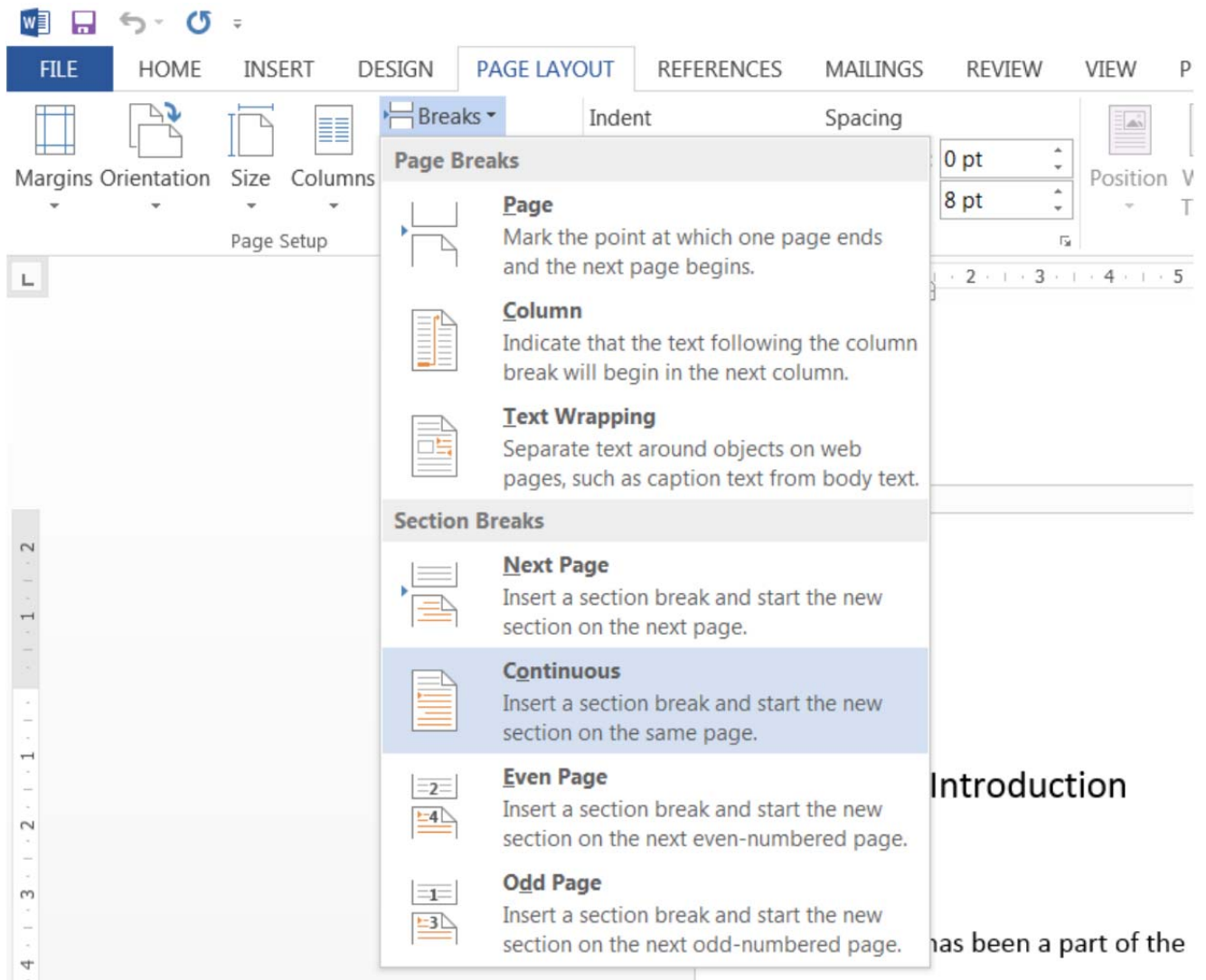
Appendix to the English Philology House Style:

How to correctly do the page numbering for a Bachelor's/Master's Thesis

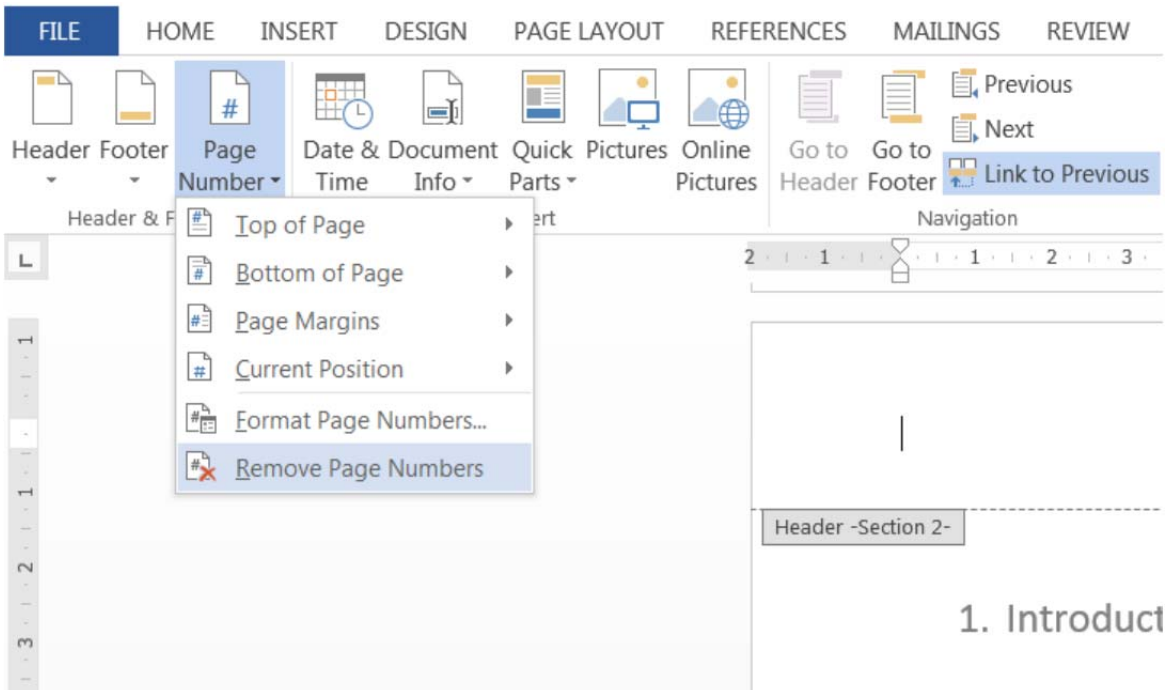
The page numbering should start on the page where you have your first section – Introduction – and with the page number 2. How on Earth can *that* be done?

Easy, just follow these steps:

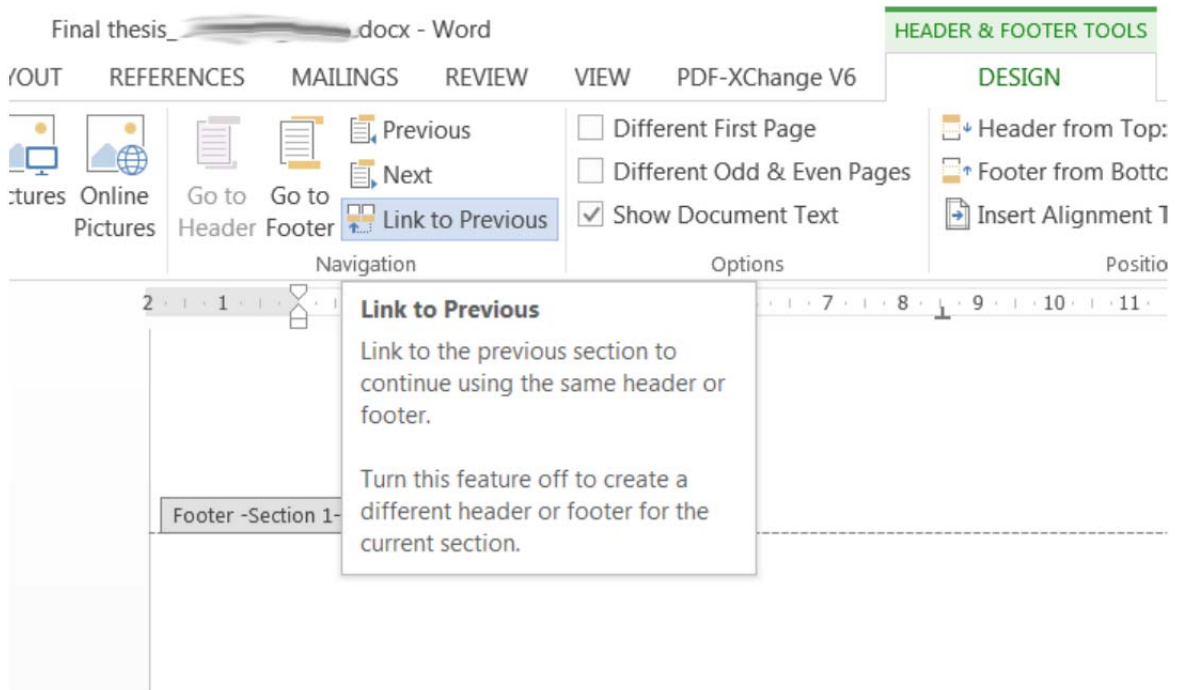
- 1) Click the cursor to the top of your Introduction page.
- 2) Go to PAGE LAYOUT, click Breaks and select Continuous section break.



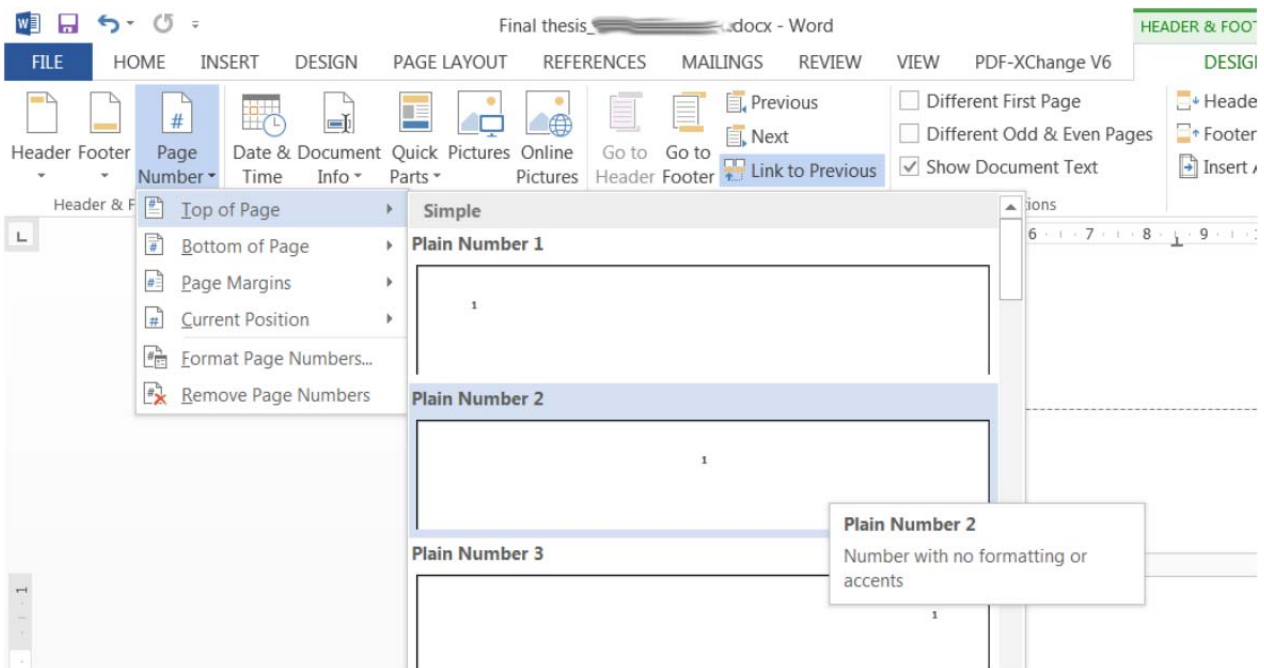
3) Go to the HEADER & FOOTER TOOLS by double clicking the top of the page, click Page Number, and select Remove Page Numbers. This should be done in both sections.



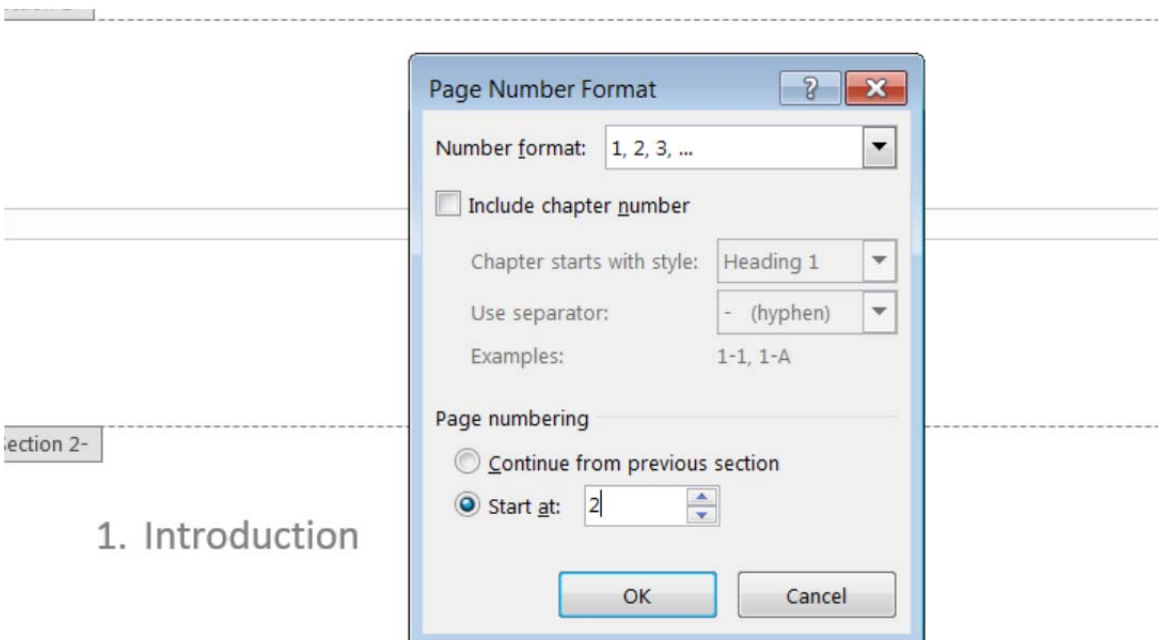
4) Double click the beginning of Section 2 (i.e. the Introduction page) to go to the HEADER & FOOTER TOOLS again, and make sure Link to Previous is not selected.



5) Go to Page Number, and choose Top of page, at the centre of the page.



6) Finally, choose Format Page Numbers, and you'll see the following:



Select "Start at:" and write "2" in the field. Click OK, and voilà!

NB: Remember to change your Table of Contents accordingly!