# Troubleshooting Page Number Problems

Page number position guidelines: Page numbers must be centered in the bottom margin of the page in the footer. The margins should be 1-inch on all sides, and the page numbers should be 0.75-inch from the bottom of the page. The page numbers should be in the same spot for all pages, so when the document is printed, they would all stack on top of each other. This is why landscape pages need to be reconfigured as described later in this guide.

A common problem is for page numbers to shift position after a Section Break. Section Breaks allow you to apply different rules to your document for that section, such as how our template has no page numbers in Section 1 (title and approval page), lowercase roman numerals in Section 2 (prefatory pages), and Arabic numerals starting with page 1 in Section 3 (body and end matter of the disquisition). You will use Section Breaks if you need to insert a landscape-oriented page to contain wide figures and tables, but if you just need to start a new chapter or ensure that a table or figure is contained on a particular page, you should use a Page Break.

In the example below, we see that Section 2 has the correct page number position, but Section 3 has a higher page number position.
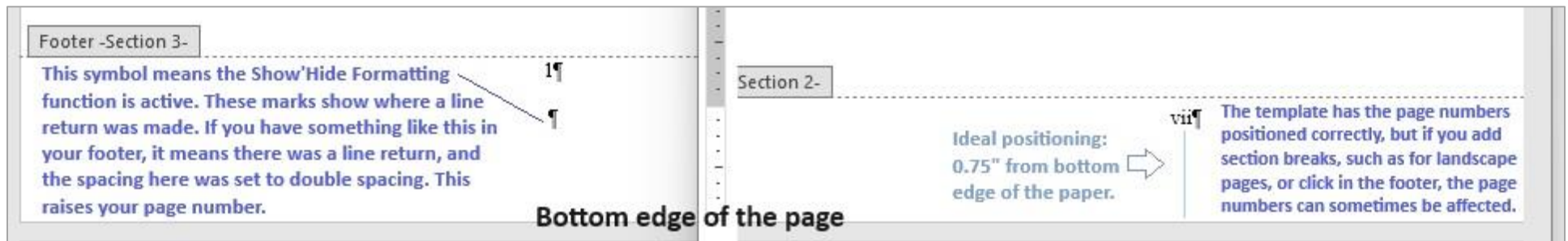
The ¶ symbol next to the page numbers is called a pilcrow, paraph, or paragraph mark. If you turn on the Show/Hide Formatting feature (press the ¶ button on the Home tab of the Word ribbon), you will see one of those symbols at the end of each paragraph. In the example above, we see that page number 1 is higher because it has an added paragraph (referred to as "line return" in the screenshots) as indicated by the additional pilcrow symbol below it, and since there is a line of space between the two symbols, it indicates that the page number text may have been formatted with double line spacing.

## Page Number Troubleshooting Steps:

1. Identify the source of the problem by finding Section Breaks. If the document is behaving differently at seemingly random spots, use the **Show/Hide Paragraph ¶** function to look for Section Breaks and Page Breaks. Unnecessary Section Breaks can cause you problems in your document. You can click on any page number in a section to affect all footers in that section, but if you need to remove a section break, you'll have to find where it starts.
2. Check the **Footer from Bottom** position. Double click into your page number footer. In Microsoft Word's ribbon, you'll see a **Header & Footer** tab appear. In the **Position** section, check that the **Footer from Bottom** is set to 0.75". (See the screenshot on the next page.)
3. Check for extra paragraphs in the page number area. Turn on the **Show/Hide Paragraph ¶** button on the **Home** tab in Word's ribbon. There should be a ¶ symbol after the page number, but no others below the page number.
4. Check the line spacing settings of the page number. Use the **Paragraph Settings dialog box** to look for Single Space, 0 Points Before, 0 Points After.

Identifying Section Breaks and Page Breaks

The Show/Hide Paragraph function will reveal where you have Section Breaks and Page Breaks. Below, there is a page break in the template at the end of the List of Figures in order to ensure the List of Abbreviations starts at the top of a new page, no matter how many entries are put into the List of Figures; and there is a Section Break after the List of Abbreviations because the next section is going to be Page 1 of the document (so this Section Break is essential). Page Breaks have a single dotted line and Page Break label, while Section Breaks have a double dotted line and Section Break label.

Sometimes the break markings may be harder to see, such as if you have added one at the end of a paragraph, table, or figure, and there isn't enough space for it to appear clearly. In the screenshot below, there is a Section Break after the figure, but there isn't enough room for the break label to show. The double dotted lines indicate that it is a section break. If you have a section break instead of a page break and it is causing you problems, place your cursor in front of the section break and press Delete.
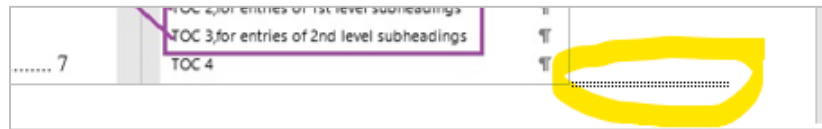
Header & Footer Position settings

When you double click in your page number area (footer), the Header & Footer tab will become available. In the Position group, your Footer from Bottom should be 0.75". In the image below, the footer position is correct, but the positioning of the page number is still off because of line spacing and an extra paragraph.

Checking the Line Spacing Settings of the Page Number

If you want to check the line spacing settings for your page number text, click the arrow in the Paragraph group of the Home tab in order to open the Paragraph Settings dialog box. In the Spacing section, the line spacing should be Single, and in the Before and After boxes, both should be "0 pt" for zero points before and zero points after.

This is also a good place to look in case your page number is not fully centered. You can check for indentation settings here or in the Tabs dialog box. The alignment should be centered, with zero indentations.

Working with Landscape Pages

When you change the orientation of a section of your document to use landscape-oriented pages, the header and footer of that section do not change orientation. Instead, the header and footer are at the top and bottom of the page on your screen, but when you print, they are in the left and right margins of the page, not the top and bottom. Any page numbers in the header or footer will appear sideways on the left or right of the printed page. These steps will help you move the page numbers to the appropriate spot and turn them on their side so they print correctly.

Creating a Landscape Section

1. Click on the last line of the page *before* the page you want to have in landscape orientation.
2. On the **Page Layout** tab, in the **Page Setup** group, click on the arrow next to the **Breaks** icon and select *Next Page* under the *Section Breaks* section.
3. This will create a new page and a section break. If you need to, use the *Delete* key, **not** the *Backspace* key, on the keyboard to bring the next page's content back up to the page you are currently on.
4. Click on the last line of the last page that you want to have landscape orientation (or if you don't have content yet, press *Enter* on the keyboard a few times), and repeat steps 2 and 3.
5. Click anywhere in the section in which you want to have the landscape orientation.
6. On the **Page Layout** tab, in the **Page Setup** group, click on the arrow next to the **Orientation** icon and select *Landscape*. Word understands that you want landscape only for this section.
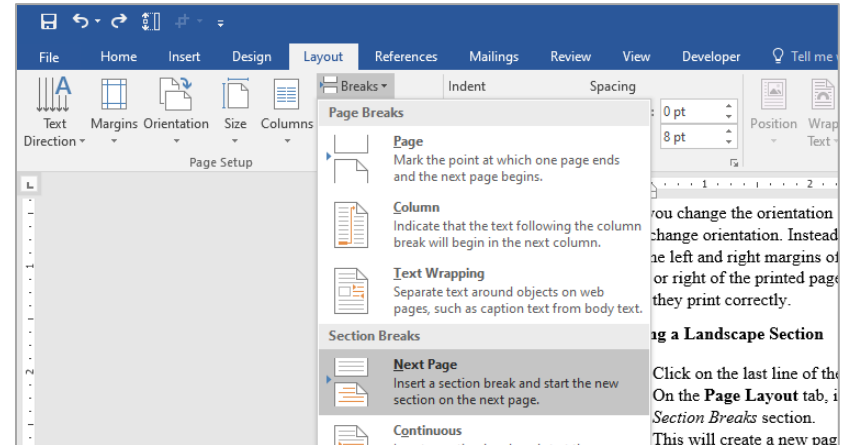
Disconnecting the Landscape Section

1. Click somewhere in the first page of the section with landscape pages. On the **Insert** tab, in the **Header & Footer** group, click on the arrow below the Header icon and select *Edit Header*.
2. In the **Header & Footer Tools Design** tab, in the **Navigation** group, unlink this section's Header from the previous sections' headers by clicking the highlighted **Link to Previous** icon.
3. Click on the **Go to Footer** icon and repeat step 3.
4. Scroll down to the first portrait page following your landscape section and repeat steps 3 and 4 for this section.
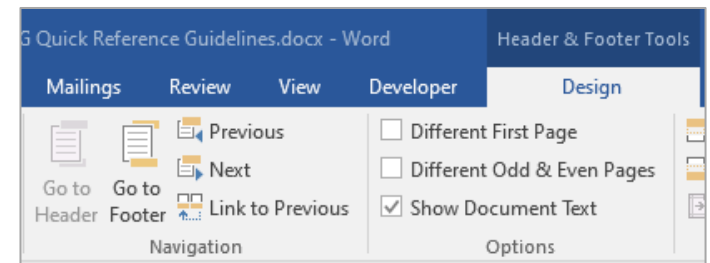
You have now disconnected the headers and footers in the sections prior to and following the landscape section of pages. This will prevent any changes you make to the page numbers on the landscape pages from affecting the numbering on other pages.

Adding Page Numbers to the Landscape Page(s)

1. Delete the page numbers from the footer of the landscape section.
2. On the **Insert** tab, in the **Header & Footer** group, click on the arrow next to the **Page Number** icon, choose *Page Margin*, and then in the *Plain Number* section, choose *Large, left* (unfortunately, they don't seem to have just a plain left option).
   a. Note: Alternatively, choose "Left, Border" which seems to retain your font and font size; however, you will need to remove the border using the Borders settings in the Paragraph group of the Home tab.
3. After choosing "Large, left" a large number will appear in the left margin and should be correctly centered.
4. Highlight the number, go to the **Home** tab, and apply the **Footer** style so it matches all of your other footers.
   a. Go to the **Styles** group, click on the arrow for the pullout pane, or press the keys Alt+Ctrl+Shift+S.
   b. Choose "Footer" in the Styles pane.
5. In the **Drawing Tools Format** tab, in the **Text** group, click on the **Text Direction** icon and rotate text 90 degrees clockwise.
6. Now compare the location of your page number to the portrait page numbers on the previous pages. Is it at the same distance from the page edge, or lower? They need to be at the same location throughout the document, so if it is lower, drag the top of the text box towards the page margin in order to move it inward from the edge of the page. You can turn on the Gridlines in the View tab in order to help you visualize the page numbers' distance from the margin and page edge.

Notes for Adjusting Page Number Position:

The landscape page numbers are most often too close to the edge of the page if you do not take steps to adjust them when you create them.

1. Make sure that your landscape page content does not cross over the one-inch page margins.
2. To adjust the height of your page numbers, turn on the Gridlines in the View tab of Word's ribbon (shown in the third image on the right). This helps you visualize the page margins by filling all usable space with a grid. Drag your textbox to adjust the page number (as shown in the fourth image on the right).
3. Check that you have not introduced any problems into the page number position of your portrait pages before and after the landscape section.