To Format Turabian Page Numbers

Click at the bottom of the title page

Click “Page Layout,” then “Breaks,” then under “Section Breaks” click “Next Page.”

This automatically inserts blank spaces at the top of page two; delete these blank spaces.

Click “Insert,” then “Page Number” and select the desired location on the page.

Click “Page Number,” then click “Format Page Numbers.”

Use the dropdown box to select Roman numeral style numbering

Click inside the box and type “1”

Click “OK”

Double click outside of the footer area to close the page number section.

Click at the bottom of page 2

Click “Page Layout,” then “Breaks,” then under “Section Breaks” click “Next Page.”

This automatically inserts blank spaces at the top of page three; delete these blank spaces.

Double click on the page number on page 3

Click “Page Number,” then click “Format Page Numbers.”

Use the dropdown box to select the standard numeral style numbering

Click “OK”

Double click outside of the footer area to close the page number section.

Go up to the title page and double click on the page number

Click on the check box labeled “Different First Page.” This should remove the page number from the title page

Double click outside of the footer area to close the page number section.