



## Page Number Style Guidelines

The Reports Template has Arabic numerals (example: 1, 2, 3, and so on) on all pages. Older template versions use lower-case roman numerals (example: i, ii, iii, and so on) in the Table of Contents and a combination of a letter and number in the Appendices (example: A-1).

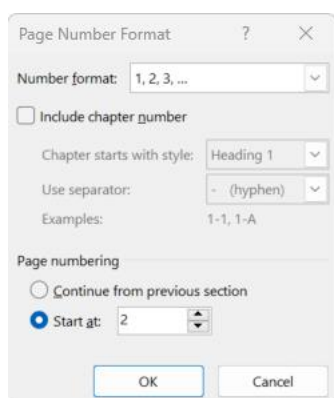
Change the page numbering style to Arabic numerals before converting to PDF. To do this:

1. Double-click on the **Footer**.
2. Highlight the existing number style.

Footer -Section 2-

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3. Right-click on the highlighted number.
4. A menu pops-up. Click on the **Format Page Numbers...** button.
5. The **Page Number Format** window opens. Change the **Number format** drop-down menu to the Arabic numeral option.



6. Click on the **OK** button.
7. Repeat these steps for each section that is not using Arabic numerals.