

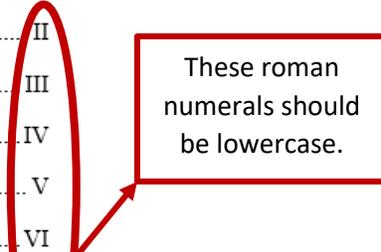
Setting Roman Page Numbers to Lowercase in *Table of Contents*

To set the page numbers of preliminary pages in *Table of Contents* to lowercase while retaining the all capitalized major headings is not automatic. It has to be done as the last step in your thesis or dissertation formatting as every time you update *Table of Contents*, it goes back to capitalized roman numerals.

The below procedure shows how to do it.

- 1) Below figure shows the exact problem that occurs in Word.

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These roman numerals should be lowercase.

- 2) Select the automatically created *Table of Contents* in Word by clicking on it as shown in the below figure.

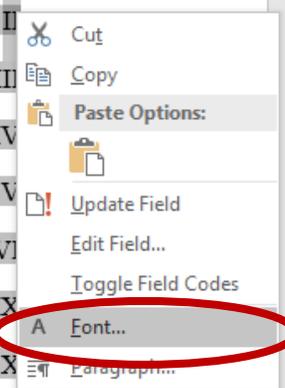
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- 3) Now select the roman numeral of the preliminary page that you want to change as shown in the below figure.

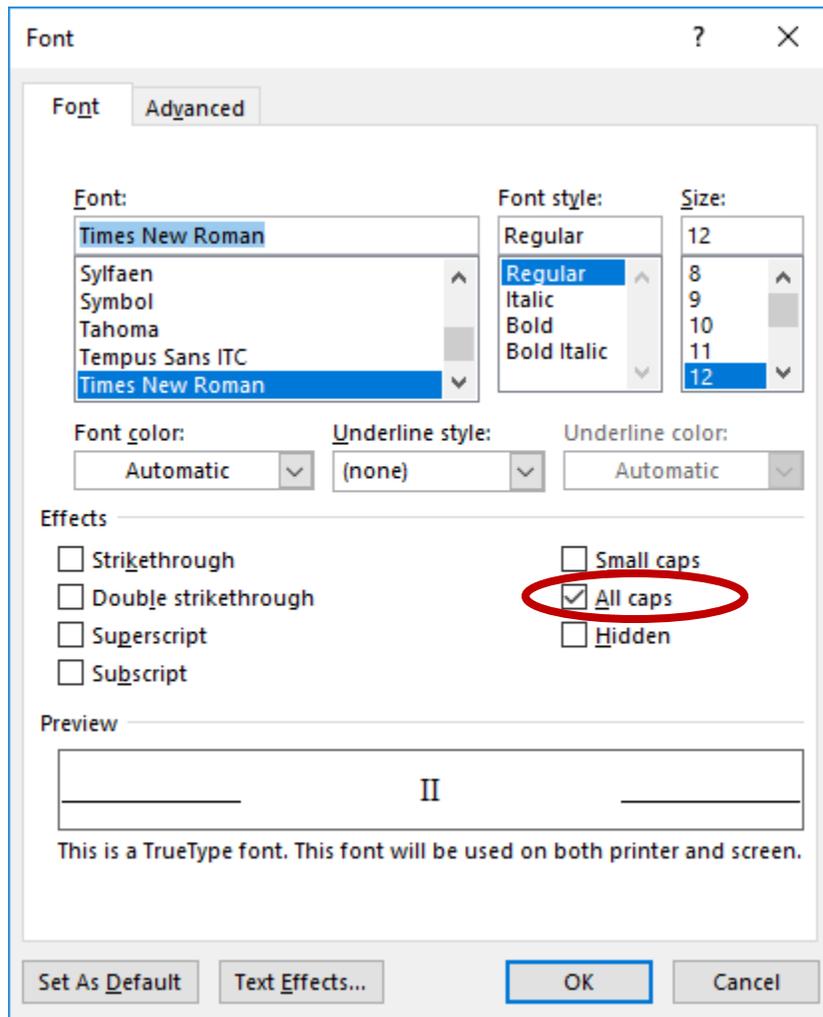
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- 4) Right-click on the roman numeral selection, then choose *Font* from the pop-up window.

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5) Now uncheck the *All caps* option from the *Font* menu and click OK.



6) Repeat the procedure for the rest of the roman numerals in the *Table of Contents*.