MASSEY UNIVERSITY

Inserting different page numbers

Microsoft Word 2003

A typical academic essay consists of two different numbers:
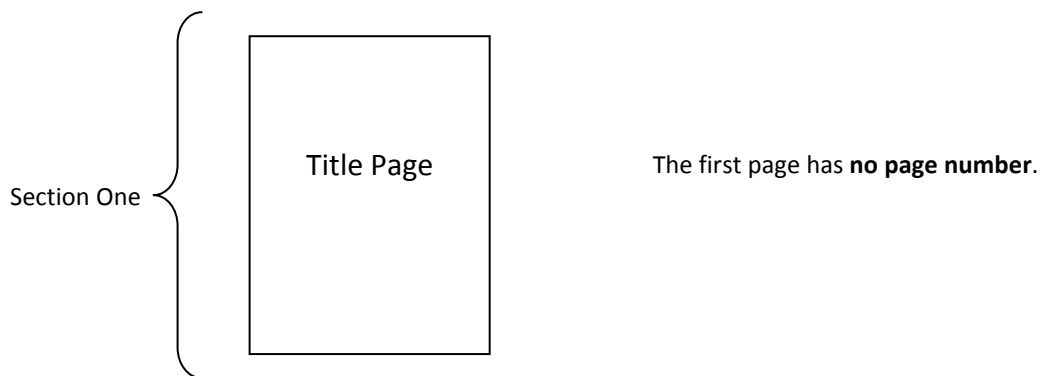
Roman numerals (**i**, **ii**, **iii** etc…) after your cover pages, executive summary, table of contents.

Arabic numbers (**1**, **2**, **3** etc…) after above, e.g. essay body, chapters.
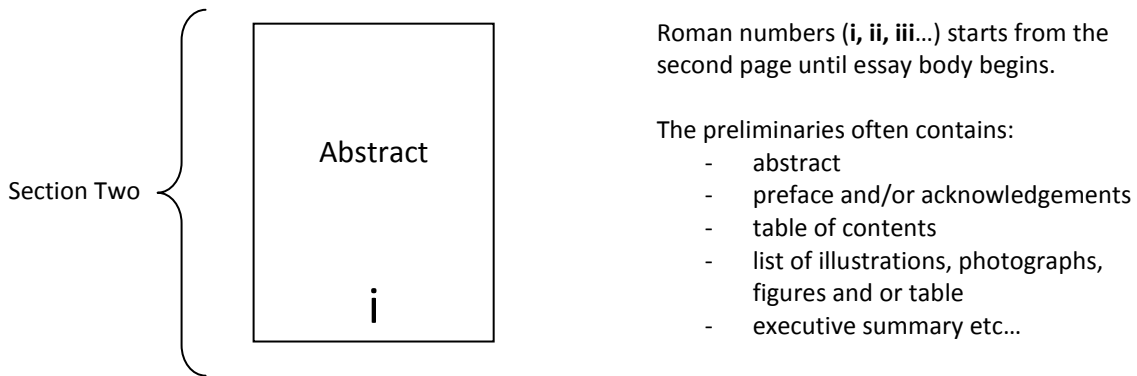
Question: How to have two different number formats in one file?
Answer: **Section breaks** will help you to do this. Your document will have a few segments but Microsoft Word still treats it as one single file.
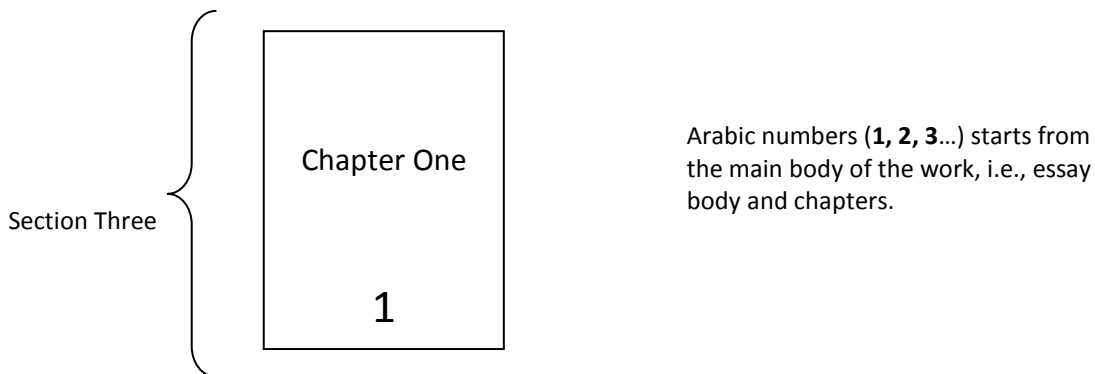
There are several ways of doing this but here is an example. Let's assume we would like to have the following page numbering.
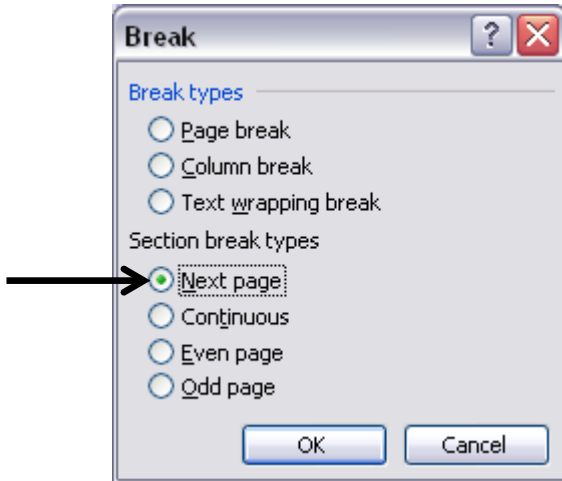
Section One

┌──────────────┐
│   │
│   │
│ Title Page │
│   │
│   │
└──────────────┘

The first page has **no page number**.

— — — — — **Section Break** — — — — —

Section Two

┌──────────────┐
│   │
│   Abstract   │
│   │
│   i   │
└──────────────┘

Roman numbers (**i, ii, iii**…) starts from the second page until essay body begins.

The preliminaries often contains:
- abstract
- preface and/or acknowledgements
- table of contents
- list of illustrations, photographs, figures and or table
- executive summary etc…

— — — — — **Section Break** — — — — —

Section Three

┌──────────────┐
│   │
│ Chapter One │
│   │
│   1   │
└──────────────┘

Arabic numbers (**1, 2, 3**…) starts from the main body of the work, i.e., essay body and chapters.

1. Before you start, it is easier to do if you can see where you create section breaks. Click **Show/Hide**. This will be a good marker when you insert a section break.
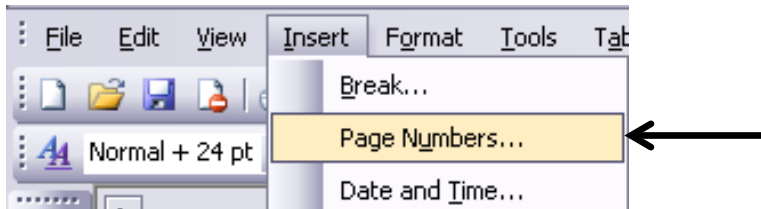

2. Click right *after* the contents of the cover title page > **Insert** > **Next page** section break
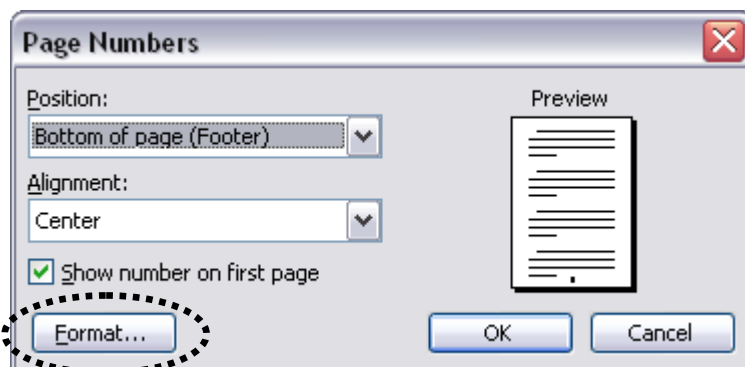

3. Place your cursor in the text somewhere of the second page where you have your abstract, table of contents and list of figure etc, i.e., Section Two.
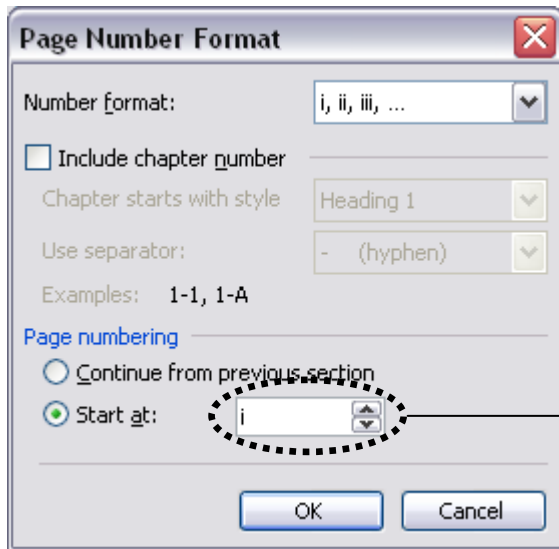
4. **Insert** > **Page Numbers**

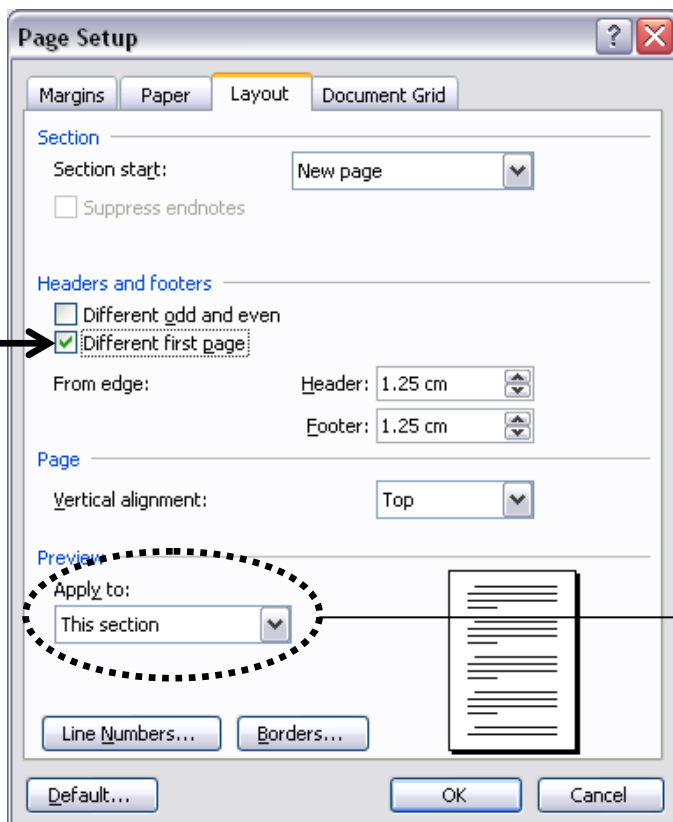5. Choose position and alignment of the page numbers. > Click **Format**

6. Change **Number format** to **Roman numerals (i, ii, iii…)** > Type "i" in the **Start at** box. > Click **OK** to return to your document.

Page Number Format

Number format: i, ii, iii, …

☐ Include chapter number

Chapter starts with style   Heading 1

Use separator: -   (hyphen)

Examples: 1-1, 1-A

Page numbering

◯ Continue from previous section

◉ Start at: i   — Start page number at "i"

OK   Cancel

7. Go back to the cover title page, i.e., section one. Click somewhere on the page.

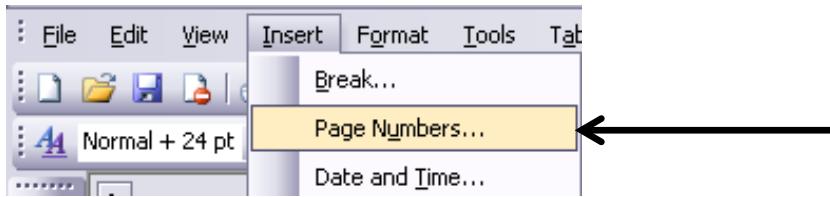8. **File** > **Page Setup** > **Layout** tab > Tick on **Different first page** > Click **OK**

Page Setup

Margins | Paper | Layout | Document Grid

Section

Section start: New page

☐ Suppress endnotes

Headers and footers

☐ Different odd and even

☑ Different first page

From edge: Header: 1.25 cm

Footer: 1.25 cm

Page

Vertical alignment: Top

Preview

Apply to:

This section   — Make sure this Different first page will only apply to the first section, not the whole document.

Line Numbers...   Borders...

Default...   OK   Cancel

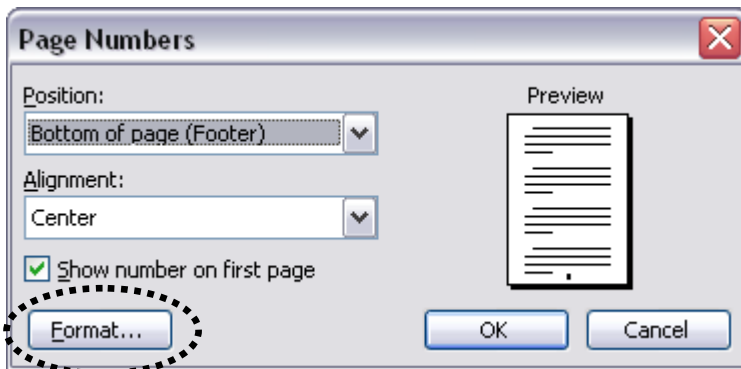9. Click right *before* the essay body/chapter > **Insert** > **Next page** section break

10. Place your cursor somewhere in the Section Three, i.e., where your essay body or chapter begins.
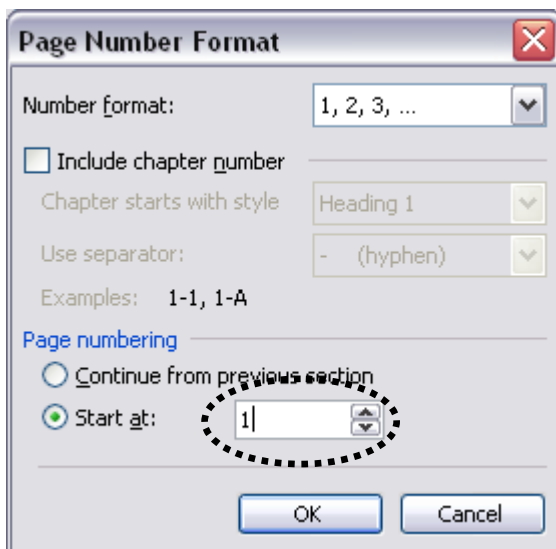
11. **Insert** > **Page Numbers**

12. Choose position and alignment of the page numbers. > Click **Format**

13. Change **Number format** to **Arabic numerals (1, 2, 3, …)** > Type "1" in the **Start at** box. > Click **OK** to return to your document.

14. Done!