

Inserting different page numbers

Microsoft Word 2007

A typical academic essay consists of two different numbers:

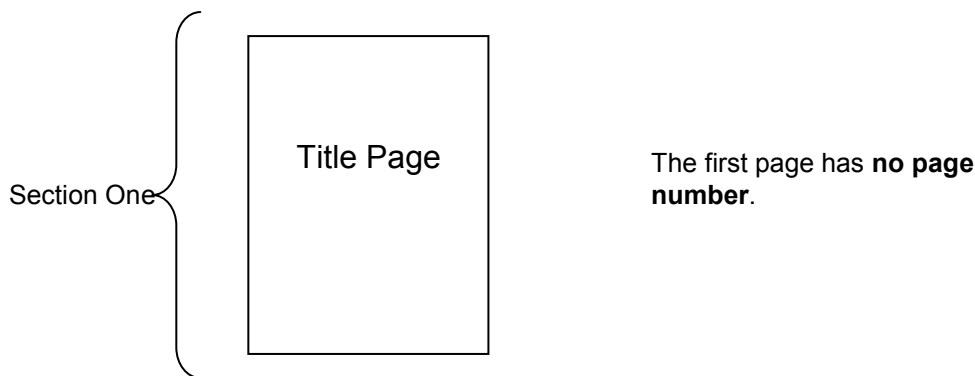
Roman numerals (i, ii, iii etc...) after your cover pages, executive summary, table of contents.

Arabic numbers (1, 2, 3 etc...) after above, e.g. essay body, chapters.

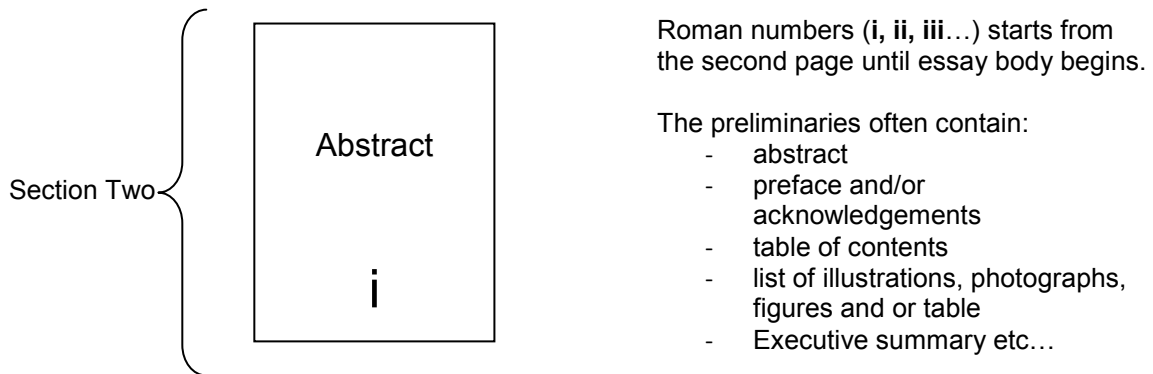
Question: How to have two different number formats in one file?

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.

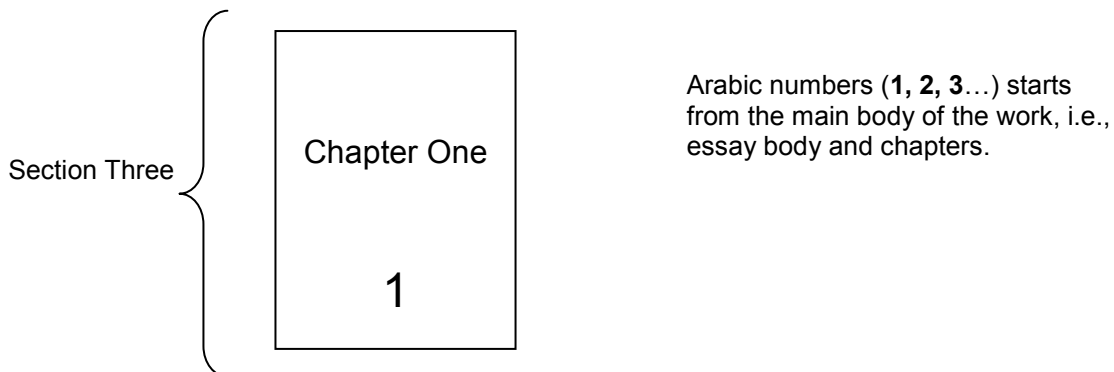
There are several ways of doing this but here is an example. Let's assume we would like to have the following page numbering.



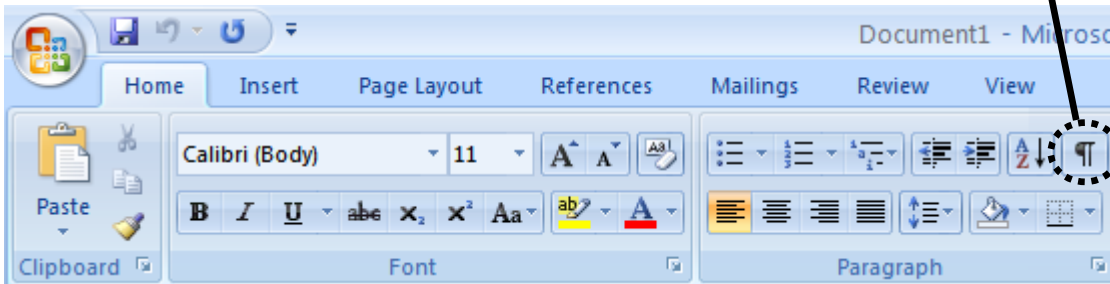
Section Break



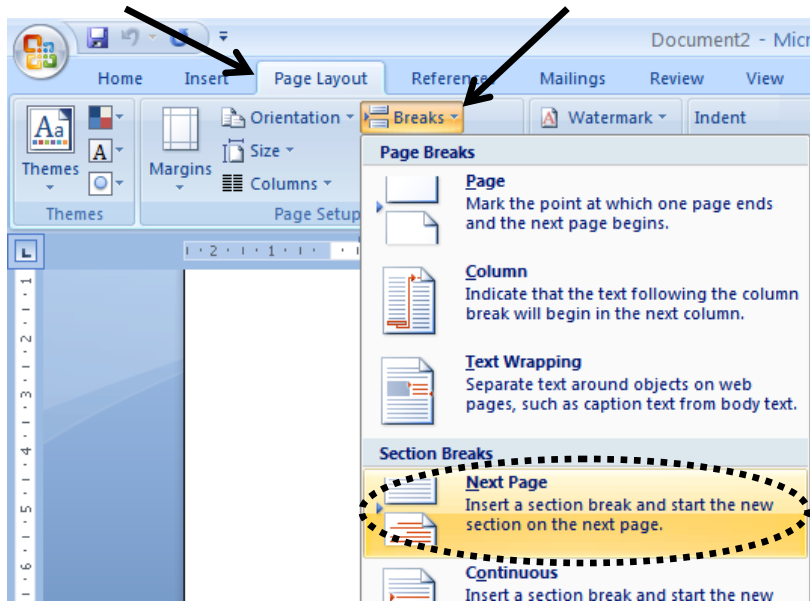
Section Break



1. Before you start, it is easier if you can see where you have created section breaks. Click **Show/Hide**. This will show the special formatting in the document (including section breaks).

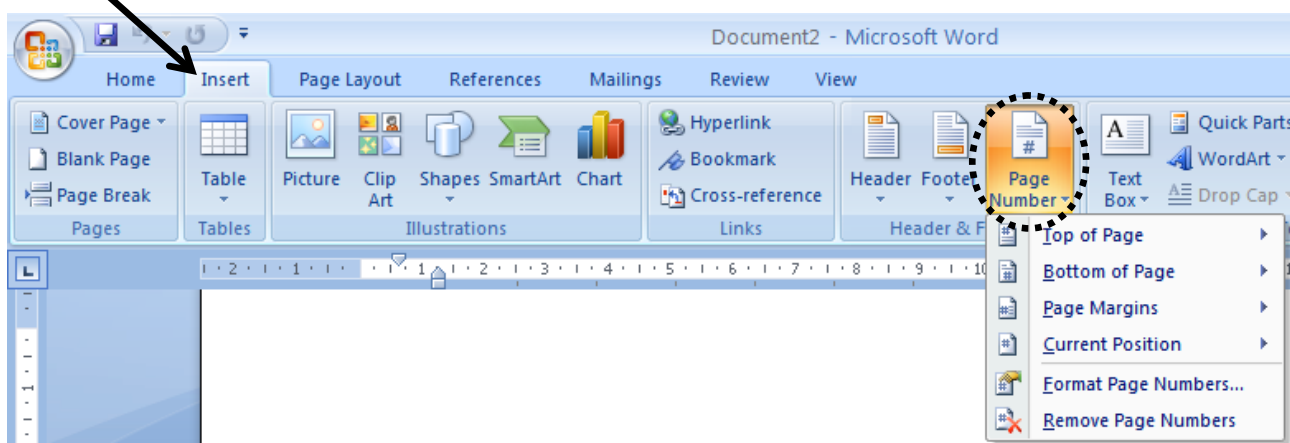


2. Click right *after* the contents of the cover title page > **Page Layout** > **Breaks** > **Next Page**



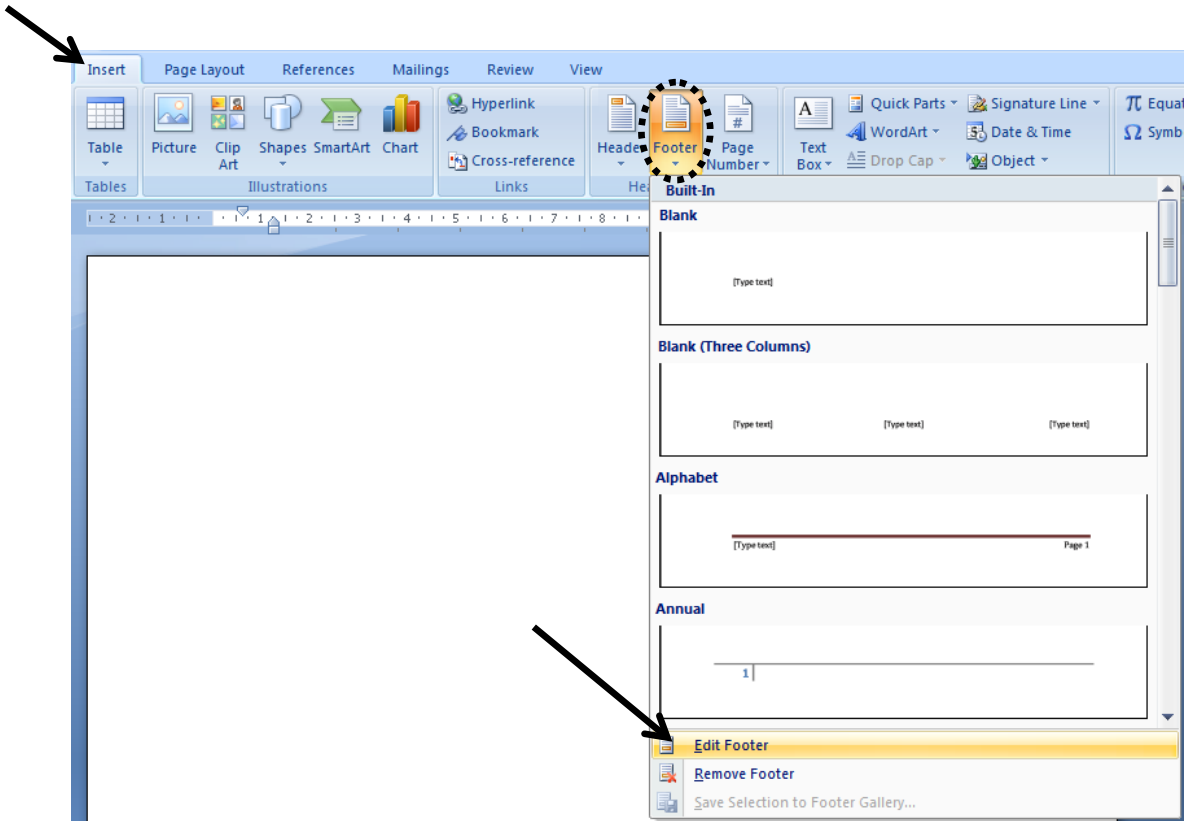
3. Place your cursor in the text somewhere on the second page where you have your abstract, table of contents and list of figures etc, i.e., Section Two.

4. **Insert** > **Page Numbers** > **Bottom of Page**

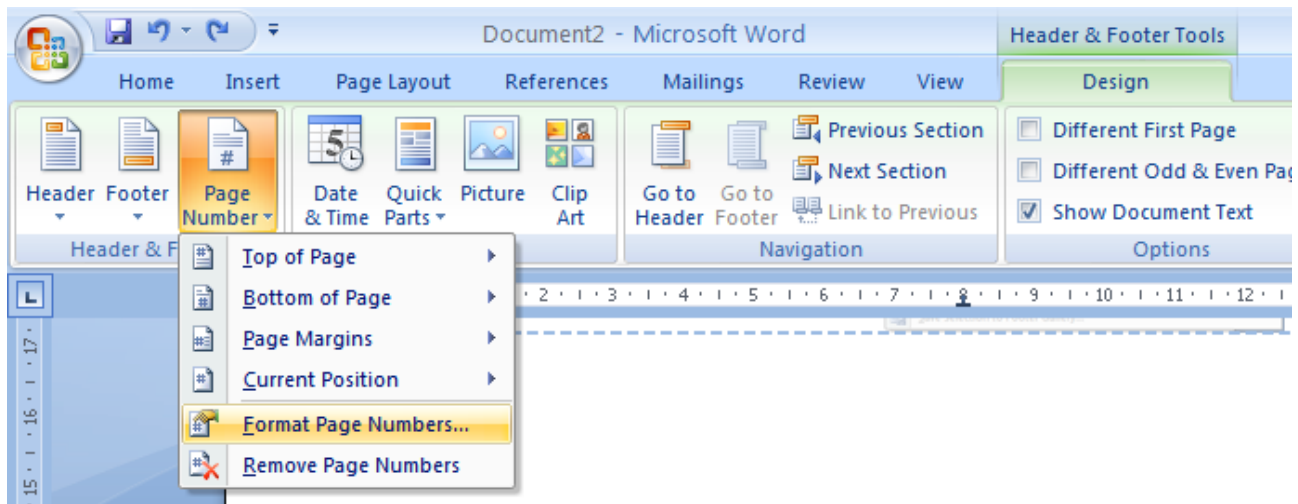


5. Choose style of the page numbers, (for more advanced options click Format Page Numbers...)

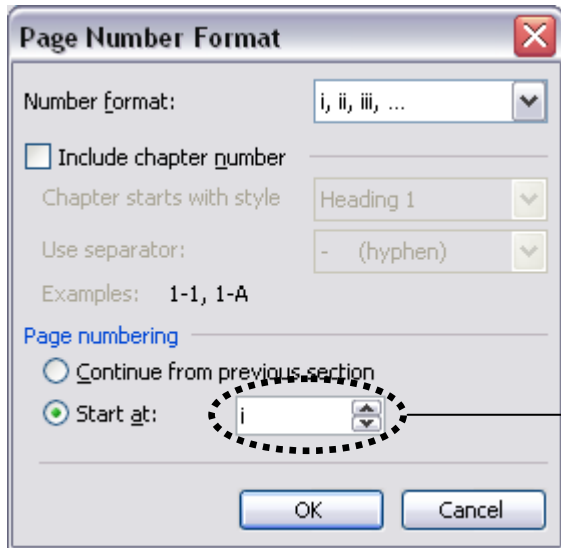
6. Select the footer of the document, to do this **Double Click** in the footer or go to **Insert > Footer > Edit Footer**



7. Once you have selected the footer go to **Page Number > Format Page Numbers...**



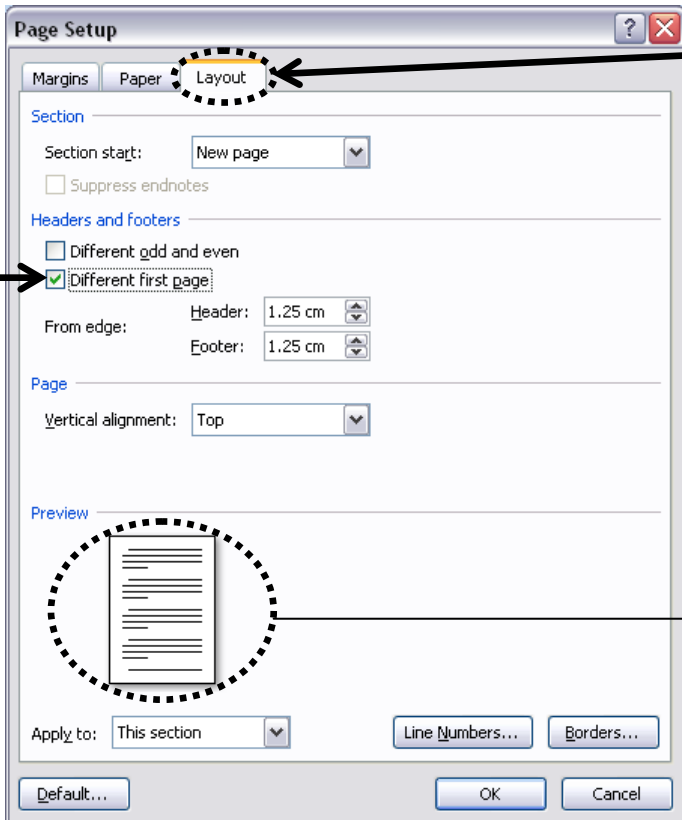
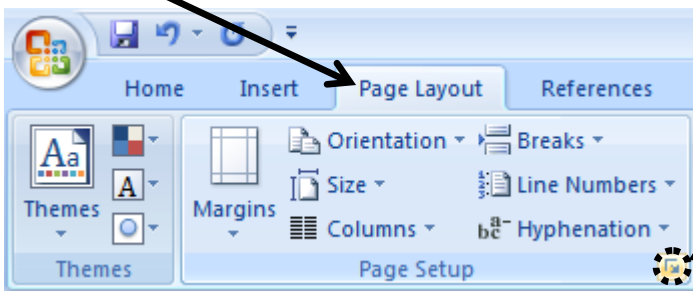
8. Change **Number format** to **Roman numerals (i, ii, iii...)** > Type "i" in the **Start at** box. > Click **OK** to return to your document.



Start page number at "i"

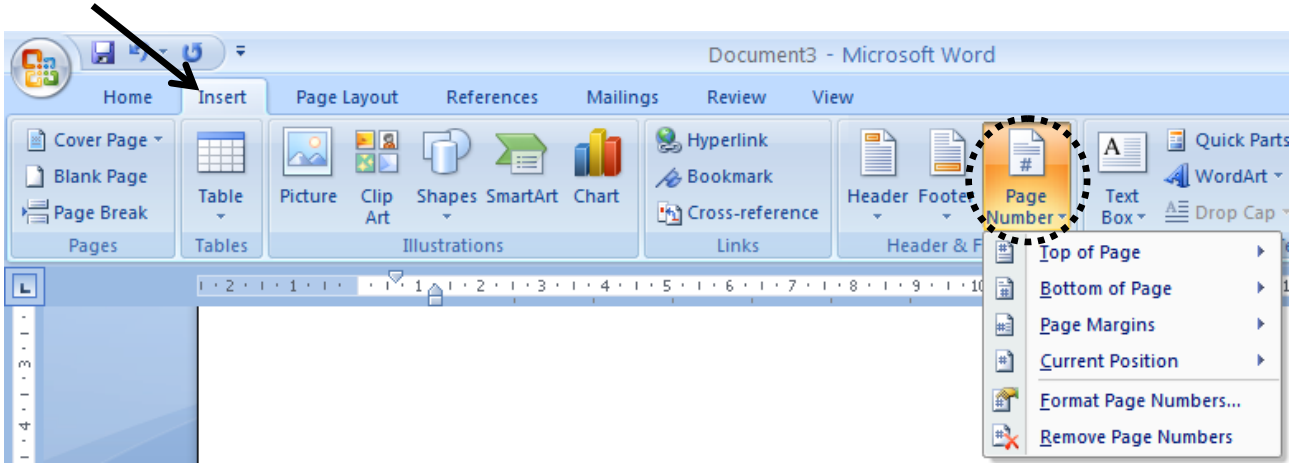
9. Go back to the cover title page, i.e., section one. Click somewhere on the page.

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

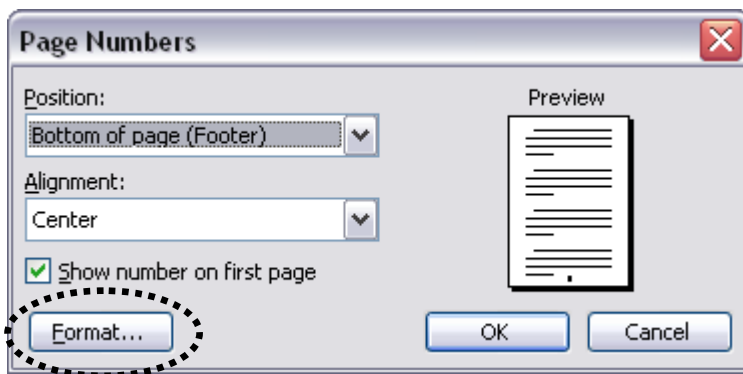


Make sure this Different first page will only apply to the first section, not the whole document.

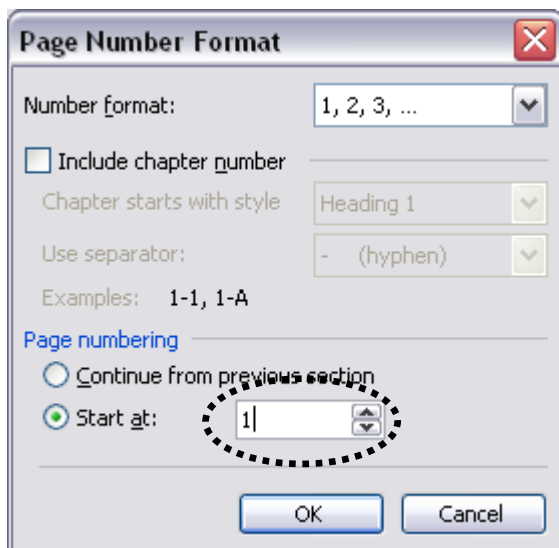
11. Click right *before* the essay body/chapter > **Insert > Next page** section break
12. Place your cursor somewhere in the Section Three, i.e., where your essay body or chapter begins.
13. **Insert > Page Number**



14. Choose position and alignment of the page numbers.
15. Change the number format > **Insert > Page Number > Format Page Number**



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



17. Done!