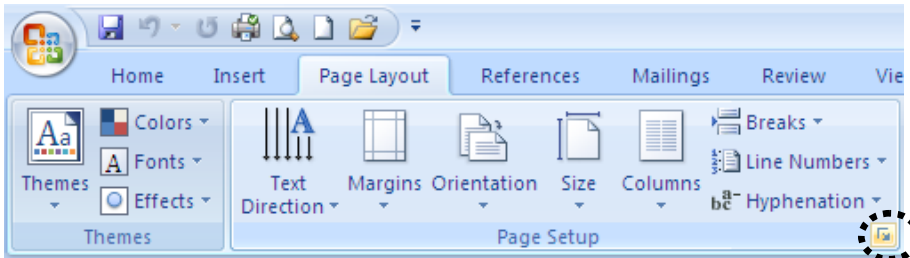MASSEY UNIVERSITY

Page numbers different on the first page
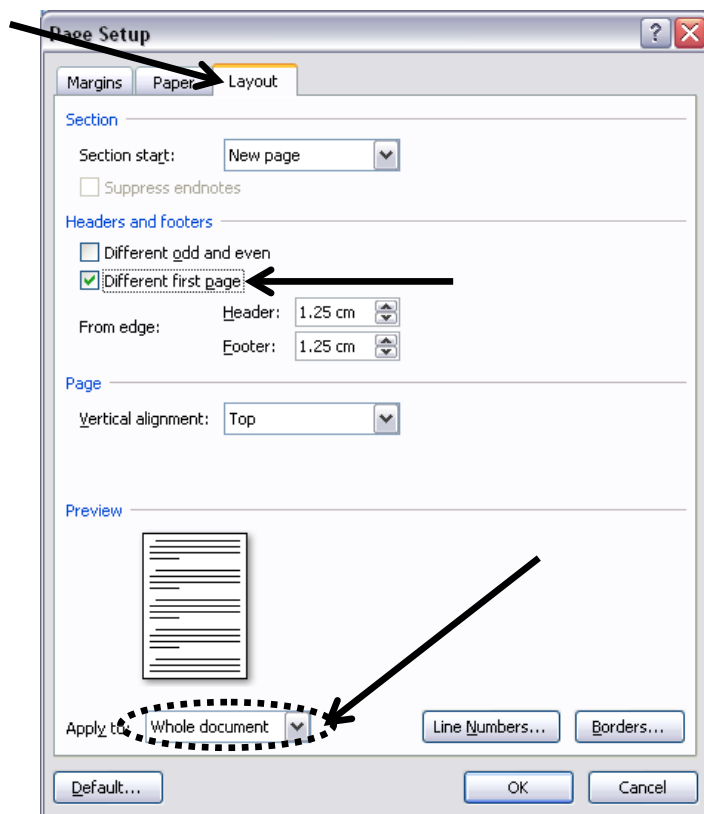
Microsoft Word 2007

Different first page makes the Header and Footer of the first page empty. This is useful for removing the page number from the first page.

1. **Page Layout** > **Page Setup**

2. Tick **Different first page** under **Headers and footers** in the **Layout** tab > Click **OK**

When you have no sections in your document, select apply **Whole document**.

However, when you have more than one section in the document, you may wish to apply to **This Section** only.   Otherwise, other sections may also have no header and footer.

NB:

Different First Page does NOT allow for different page margins. Only inserting a section break allows you to have multiple margins.