

## Different page numbers for different sections

A typical academic essay consists of two different page number formats:

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.





 Before you start, it is easier to do if you can see where you create section breaks. Click Show/Hide (this button is orange when on). When this is on you will be able to see your inserted section breaks.



2. Insert a Section Break Next Page at the bottom of the Cover page > Page Layout > Breaks > Next



3. Edit the footer of the second page, double click on the footer or Insert > Footer > Edit Footer

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6. Choose position and alignment of the page numbers, for more advanced options click Format Page Numbers...

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7. Page Number > Format Page Numbers...

8. Change Number format to Roman numerals (i, ii, iii...) > Type "i" in the Start at box, or use the drop down menu > Click **OK** to return to your document.  $\frown$ 

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9. Insert another **Section Break Next Page** at the end of section two, e.g. before the first chapter, so the page before the page to be numbered 1.



11. Insert Page numbers on the Third section. Insert > Page Numbers

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- 12. Choose position and alignment of the page numbers.
- 13. Change the number format > Insert > Page Number > Format Page Numbers...



14. Change **Number format** to **Arabic numerals (1, 2, 3, ...)** > Type "1" in the **Start at** box, or use the Drop down Menu > Click **OK** to return to your document.

