

## Formatting Page Numbers in Microsoft Word 2007, 2010, 2013

Open your MS Word document

Remove any previously created section breaks, headers/footers and page numberings

Begin by creating the two section breaks you will need:

1. Place the cursor at the beginning of the third page of the front matter
2. Page Layout → Breaks → Section Breaks → Next Page
3. Place the cursor at the beginning of Chapter One
4. Page Layout → Breaks → Section Breaks → Next Page
5. Save

Next, you will create your headers and footers

1. Place the cursor at the beginning of the third page of the front matter (Section 2)
2. Insert → Header → Blank
3. With your cursor in the header → Design → Unclick “Link to Previous”
4. Insert → Footer → Blank
5. With your cursor in the footer → Design → Unclick “Link to Previous”
6. Place the cursor at the beginning of Chapter One
7. With your cursor in the header → Design → Unclick “Link to Previous”
8. With your cursor in the footer → Design → Unclick “Link to Previous”
9. Save

Finally, you will insert your page numbers

1. Place the cursor in the header or footer of the third page of the front matter (Section 2)
2. Insert → Page Numbers → Choose your layout
3. Insert → Page Numbers → Format Page Numbers → Select “i, ii, iii” from the drop down menu
4. Insert → Page Numbers → Format Page Numbers → Page Numbering → Select “Start at iii”
5. Ok
6. Save
7. Place the cursor in the header or footer at the beginning of Chapter 1
8. Insert → Page Numbers → Choose your layout
9. Insert → Page Numbers → Format Page Numbers → Select “1, 2, 3” from the drop down menu
10. Insert → Page Numbers → Format Page Numbers → Page Numbering → Select “Start at 1”
11. Ok
12. Save

## **Formatting Front Matter Page Numbers in Microsoft Word 2003**

Open your MS Word document  
Place the cursor at the end of the first section  
Insert → Break  
Select Section Break → Continuous → OK

Place your cursor at the beginning of the second section  
View → Header and Footer  
A popup box will open → uncheck 'link to previous' button [5<sup>th</sup> from the right]  
Scroll down and click into the footer  
In the popup box → uncheck 'link to previous' button [5<sup>th</sup> from the right]

Insert → Page Numbers  
Alignment of numbers → Select your choice from the drop down box  
Format → Number format → Select i, ii, iii from the drop down box  
Page numbering → Start at → iii  
Ok, Ok  
Save

## **Formatting Body Page Numbers in Microsoft Word 2003**

Open your MS Word document  
Place the cursor at the end of the front matter  
Insert → Break  
Select Section Break → Continuous → OK

Place your cursor at the beginning of the body section  
View → Header and Footer  
A popup box will open → uncheck 'link to previous' button [5<sup>th</sup> from the right]  
Scroll down and click into the footer  
In the popup box → uncheck 'link to previous' button [5<sup>th</sup> from the right]

Insert → Page Numbers  
Alignment of numbers → Select your choice from the drop down box  
Format → Number format → Select 1, 2, 3 from the drop down box  
Page numbering → Start at → 1  
Ok, Ok  
Save