



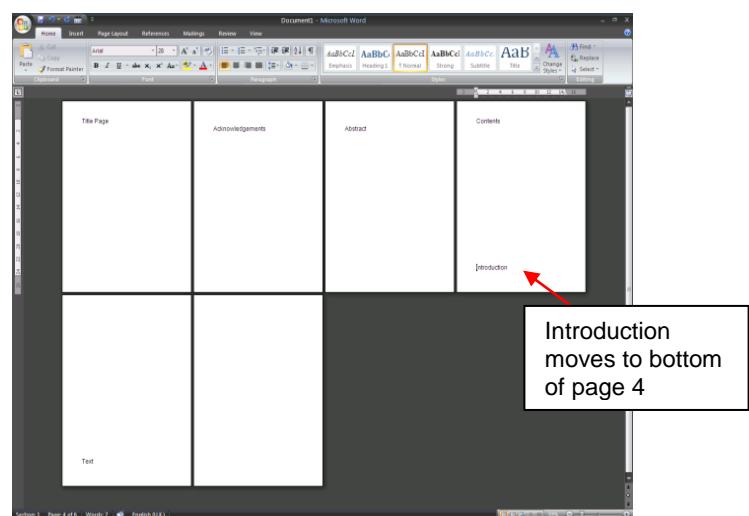
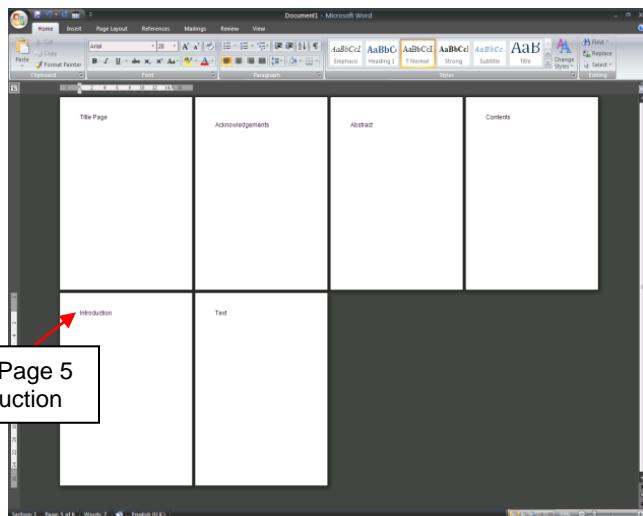
# Need to Know IT

## Page numbering different sections within a document using Word 2007®

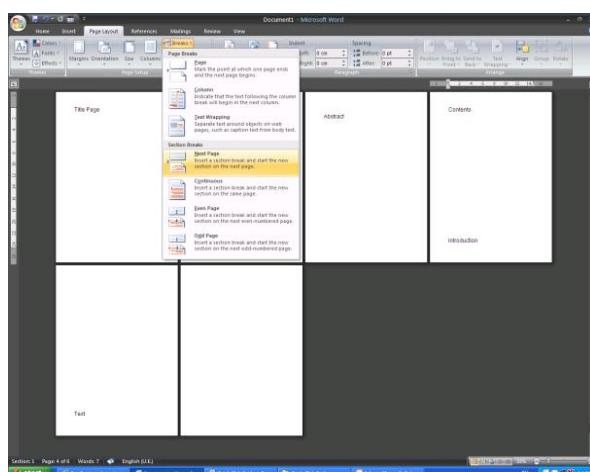
There are several ways to add page numbers to different sections, below is the one that seems the simplest. It relates to the most used formatting for a dissertation.

### First, split your document into Sections

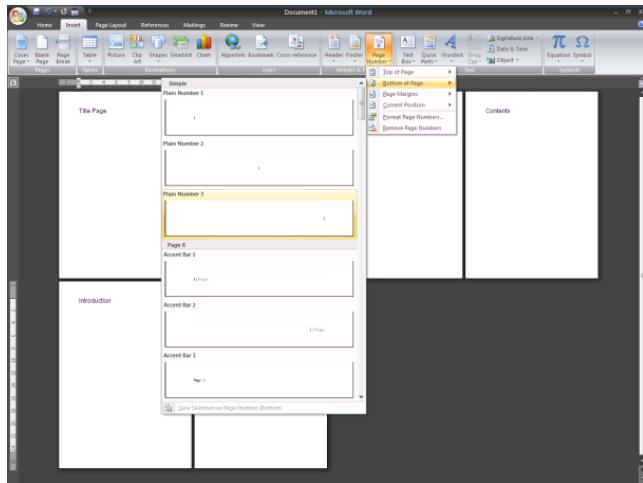
- For a dissertation, split your document into two sections, making sure that the cover page, acknowledgements, contents and abstract (and any other page that your lecturer has asked not to be included in the main numbering system) are in Section 1. The rest of the paper should be in Section 2.
- To section your document, place the cursor at the top of the page where you want Section 2 to start, and press the backspace key (whatever's at the top of the page will move up to the previous page).



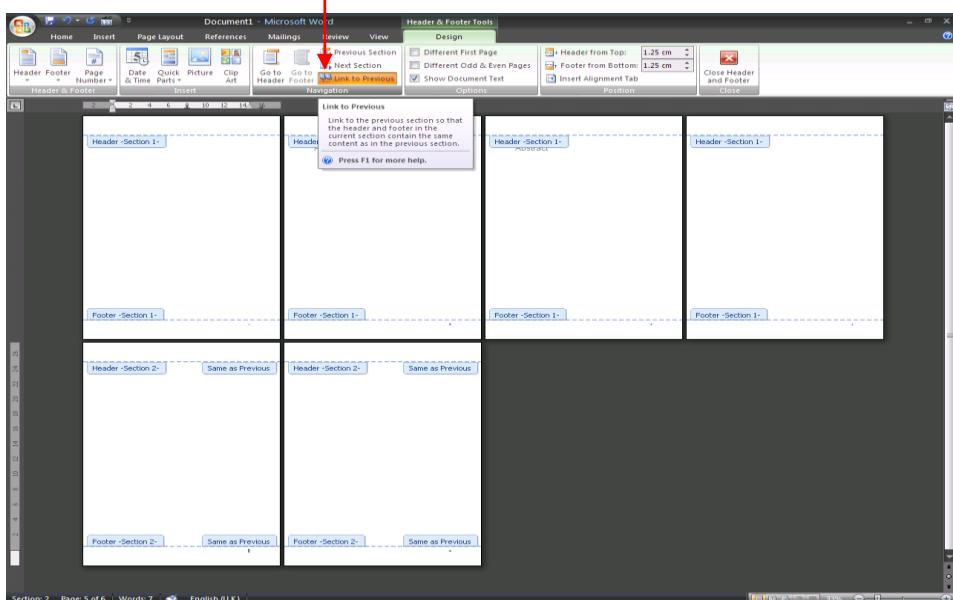
- Go to the *Page Layout tab*, and choose *Breaks*. Choose *Next Page* from the options given. Do not worry when the text that jumped up to Page 4 (in this instance the word *Introduction*) moves back to the top of the next page. This is what should happen because this is now the beginning of the new Section 2.



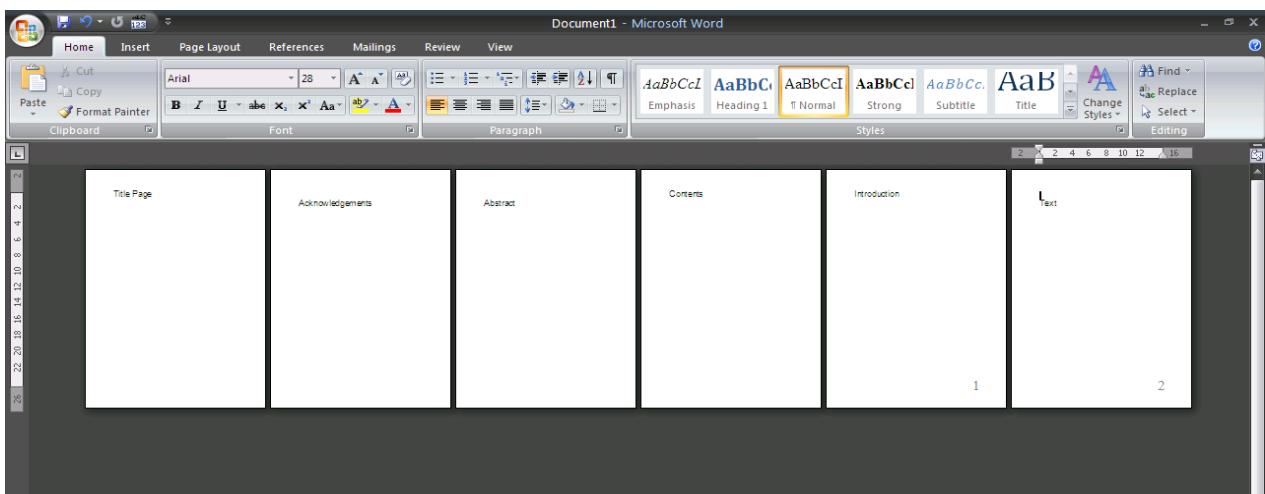
- Next, go to the first page where you want your numbers to start (Section 2 now) and place your cursor at the bottom of the page. Go to the *Insert* tab and choose *Page Number*. Choose the style of numbering that you want.



- Keep the cursor in the Footer section and in the toolbar click on *Link to Previous*. Press this **once** only. This breaks the link to Section 1.

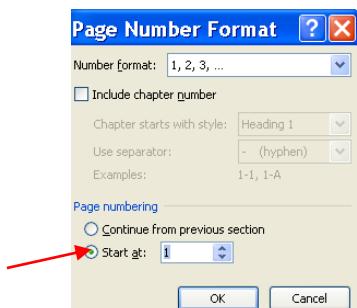


- There will probably still be a number on the previous page(s). Simply highlight and delete. This should not affect the numbers in Section 2.



# Page numbering different sections within a document using Word 2007®

Sometimes the numbering from Section 2 does not begin at 1, instead you might see 3 or 4 depending on how many pages are in Section 1. This means that you have one further step to follow. Open the Footer Section at the beginning of section 2 (you can do this by double clicking on the section at the bottom of the page). Highlight the page number. From the *Design* tab, choose *Page Number*, then from the drop down menu, *Format Page Numbers*. This box will appear:



Click on Start at: Change the number to 1, and OK. Come out of the Footer section by double clicking anywhere on the document, and you will see that the page numbers from Section 2 now begin at 1.

Tip! To check which Section of the document you are in, check the status bar at the bottom of the screen. It should say in the bottom left hand corner. If it doesn't, right click on the status bar and choose Section from the menu. It should then be visible on the status bar.