INSERTING PAGE NUMBERS IN MS WORD

TABLE OF CONTENTS

1 INTRODUCTION

Inserting different page numbers is easy but requires using the concept of section breaks. Using section breaks in a document allows you to link and unlink sections (for example, Title page, Content page andIntroduction) of the document. If the sections are not "linked", you can use different page numbering systems in each section. You can use i, ii, iii in one section and 1, 2, 3 in another. Follow this step-by-step guide to customize page numbers according to your specific requirements.
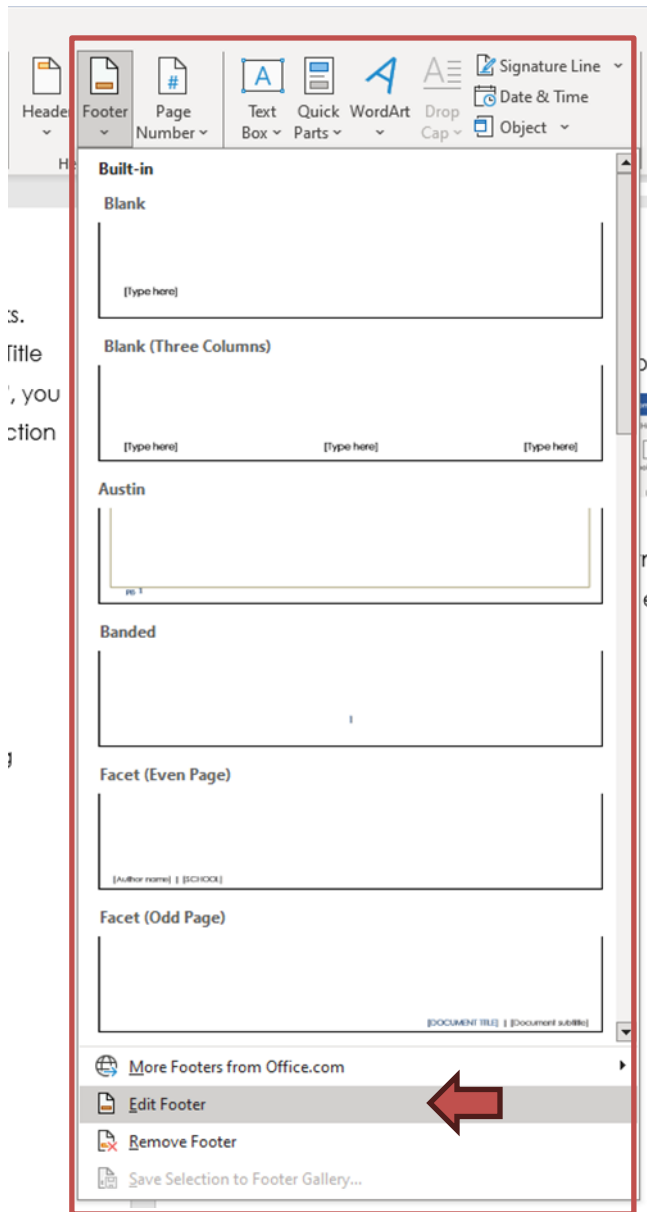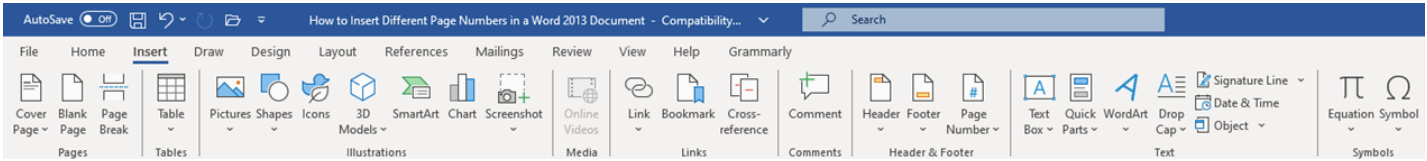
2 NUMBER THE INTRODUCTION PAGE AS 1

2.1 Step 1

Place the cursor on the page of the document where you want to start numbering
- Go to the Page Layout tab
- Click Breaks
- Under Section Breaks, Click on Next Page
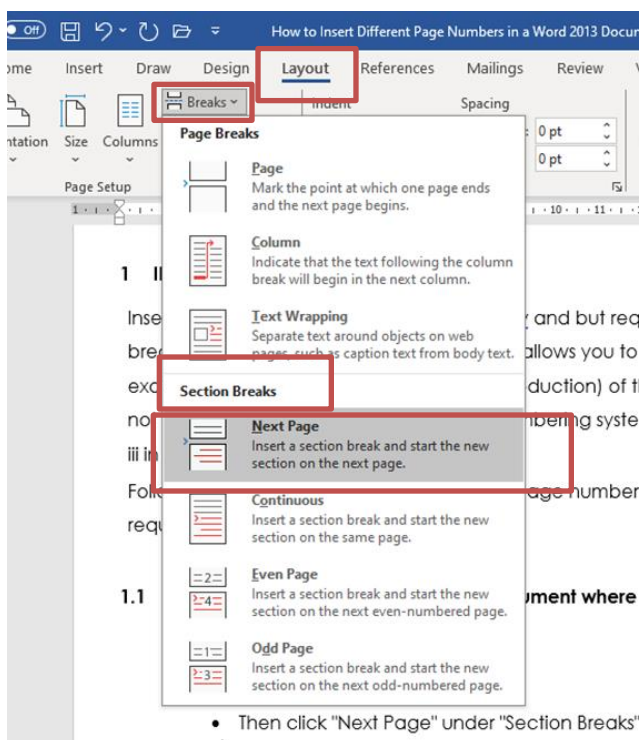
2.2 Step 2

- Click on the Insert tab
- In the Header and Footer section select Footer

- Click Edit Footer from the drop-down menu

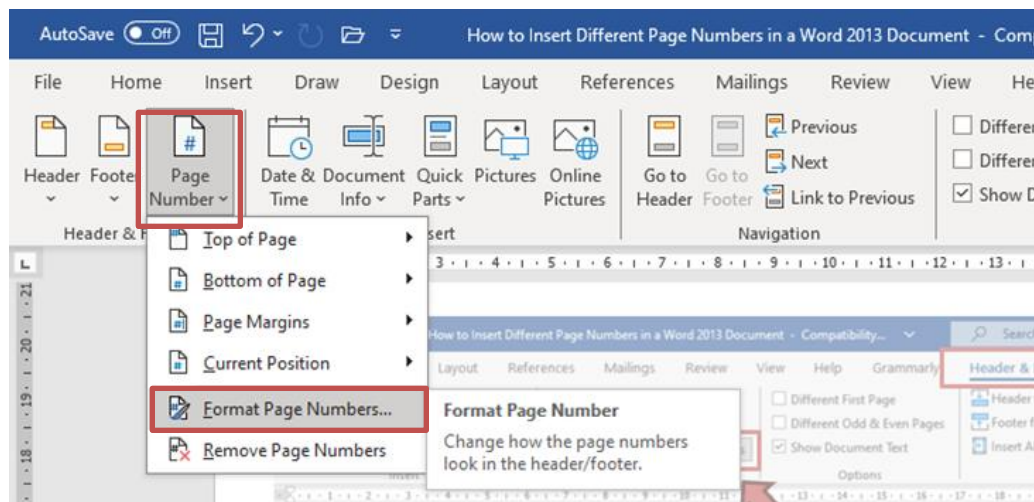- The footer will be visible, and select edit footer

2.3 Step 3

The curser will be active in the footer

- Click the Link to Previous button (the button will be highlighted orange/grey, click once to un-highlight it)
- This will break the link from the previous section and allow you to begin numbering here
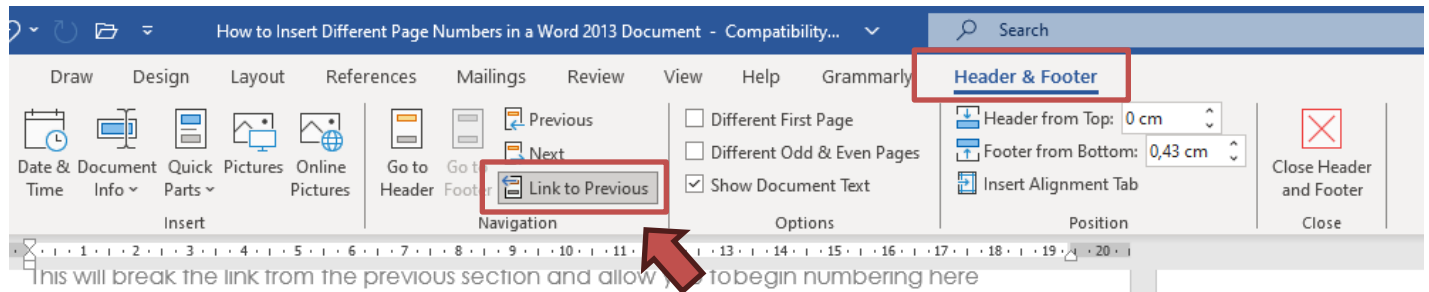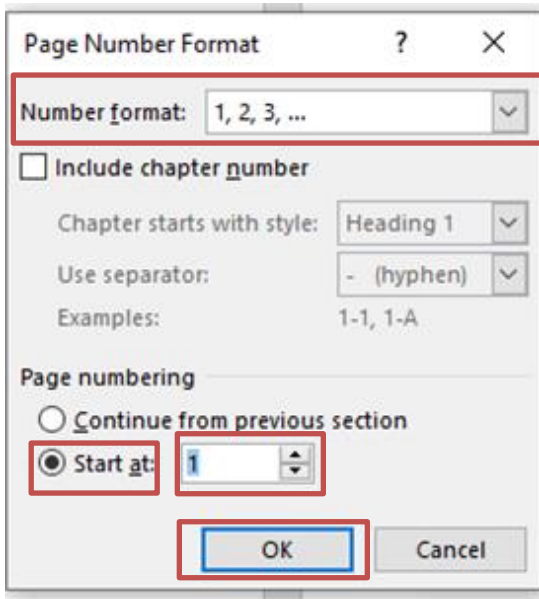

2.4 Step 4

- Click Page Number
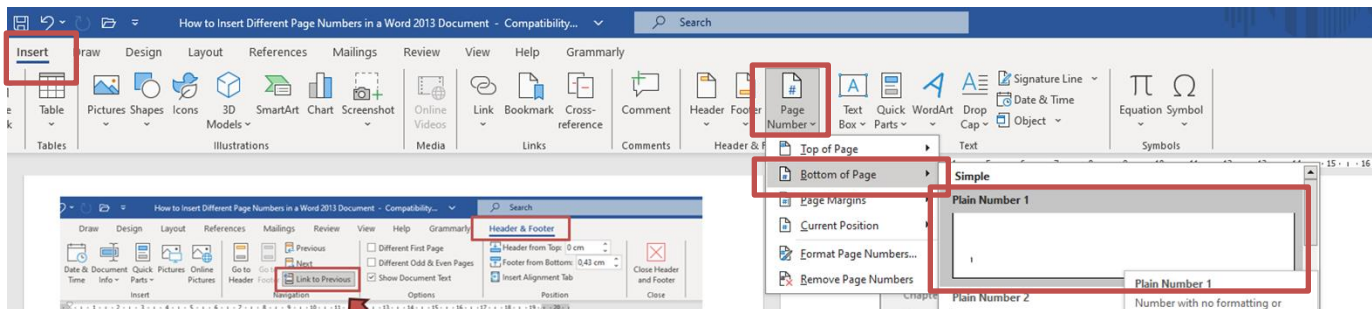- Then click Format Page Number

2.5   Step 5

The Format Page Number dialog box will open

- Under Number format, select a numbering format (**1, 2, 3**.../ a, b, c... / A, B, C... / i, ii, iii)
- Click Start at
- Select a number to start with (e.g.1), or type the number in the box
- Click OK

2.6   Step 6
- Click on the Insert Tab
- Go to the Header and Footer Section
- Click on Page Number
- Select your option from the drop-down menu
- Select the position of the page number

3   USING ROMAN NUMERALS

Using Roman numerals in a Word document can be particularly useful for certain sections, such as the cover page, declaration page or table of contents. Follow these steps once you've completed the steps above and inserted your table of contents.

- Double click in the footer of the Table of Contents page
- The Format Page Number dialog box will open
- Under Number format, select a numbering format i.e., Roman numerals **i, ii, iii**
- Click Start at
- Select a number to start with (e.g. ii), or type the number in the box
- Click OK