

Different page numbers for different sections

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

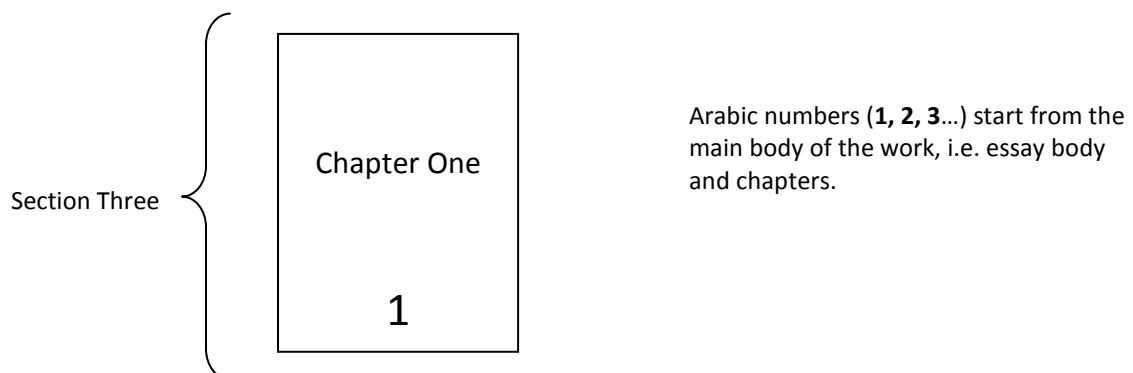
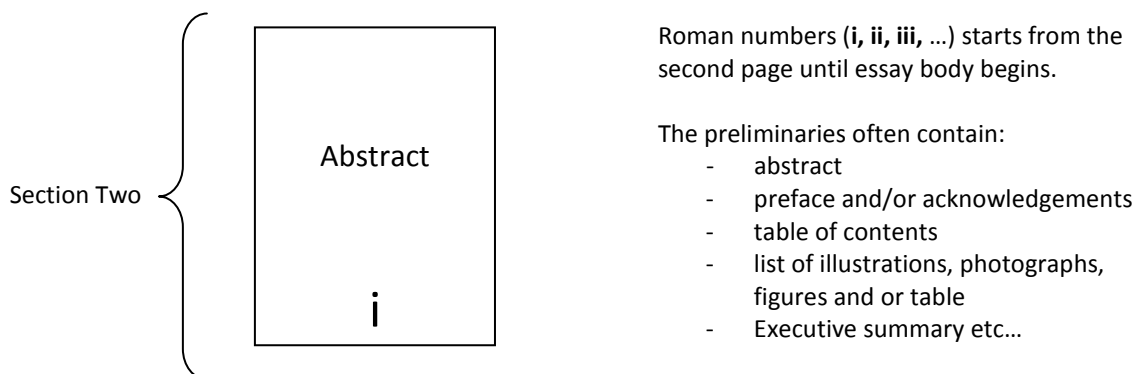
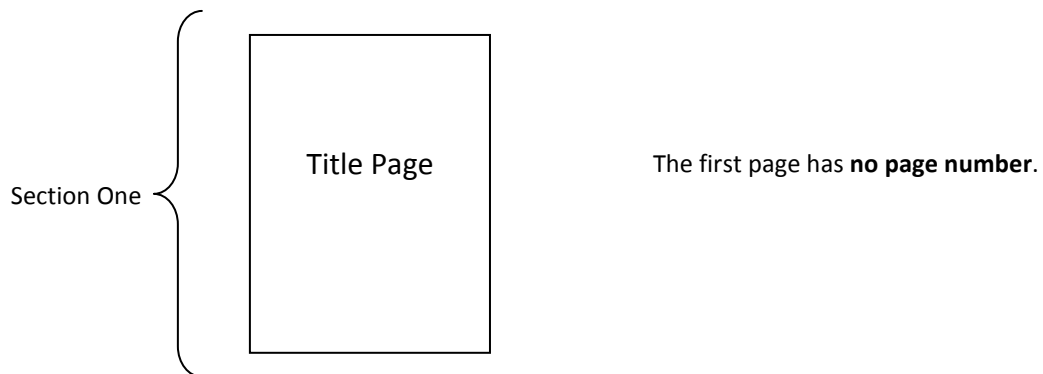
Roman numerals (i, ii, iii etc...) after your cover pages, executive summary, table of contents.

Arabic numbers (1, 2, 3 etc...) after above, e.g. essay body, chapters.

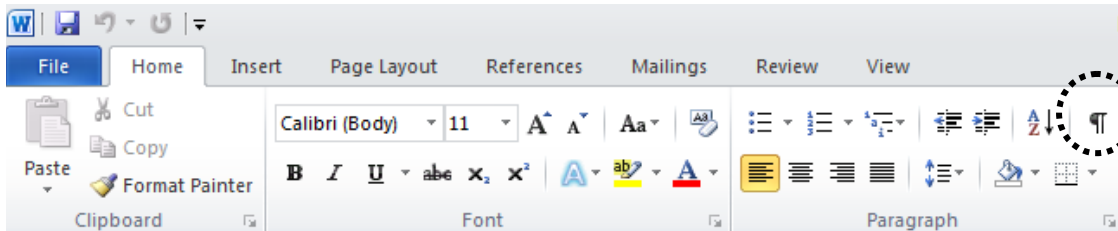
Question: How to have two different number formats in one file?

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.

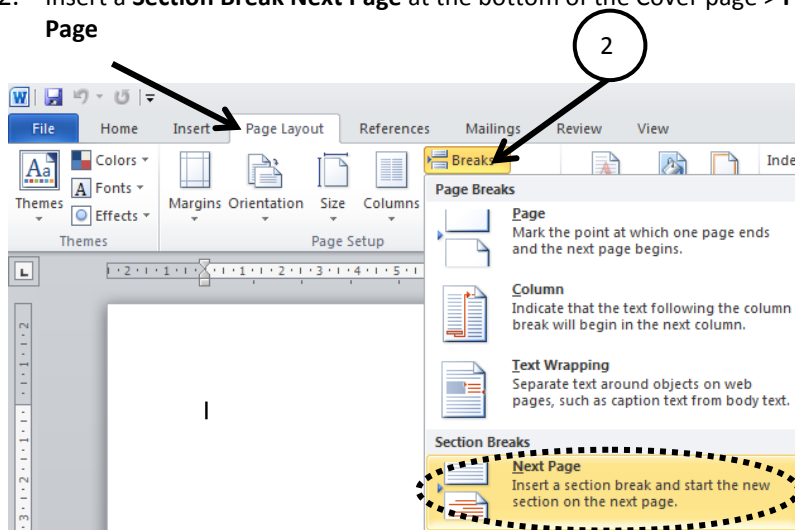
There are several ways of doing this but here is an example. Let's assume we would like to have the following page numbering.



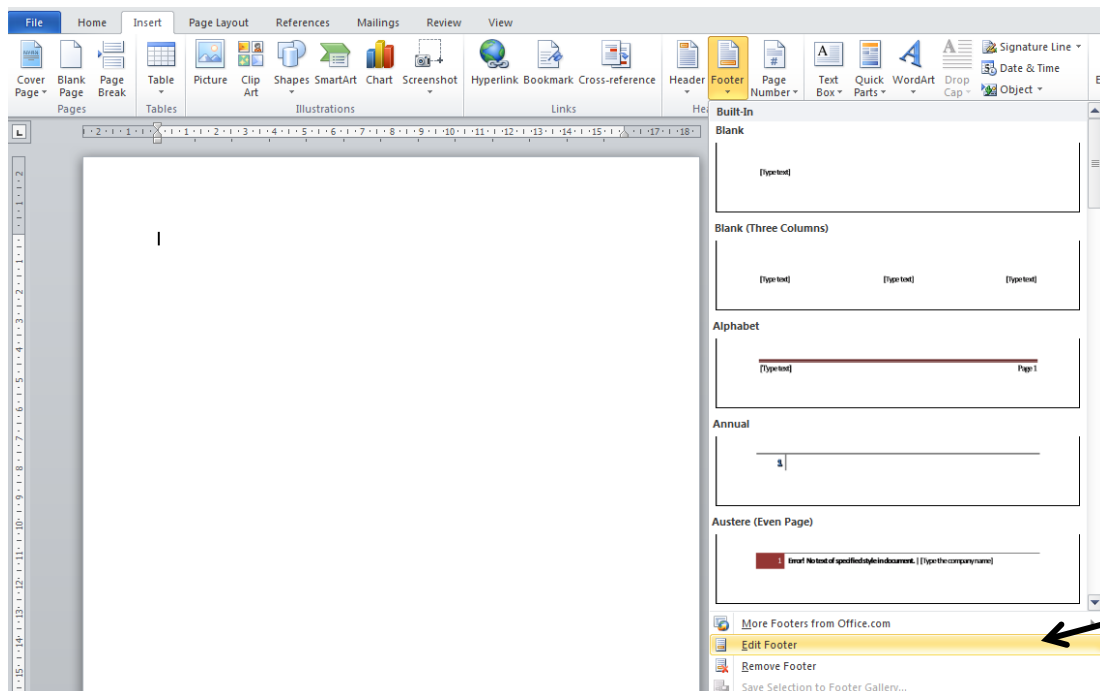
1. Before you start, it is easier to do if you can see where you create section breaks. Click **Show/Hide** (this button is orange when on). When this is on you will be able to see your inserted section breaks.



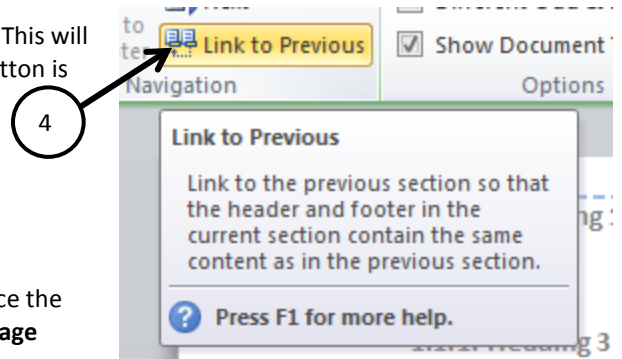
2. Insert a **Section Break Next Page** at the bottom of the Cover page > **Page Layout** > **Breaks** > **Next Page**



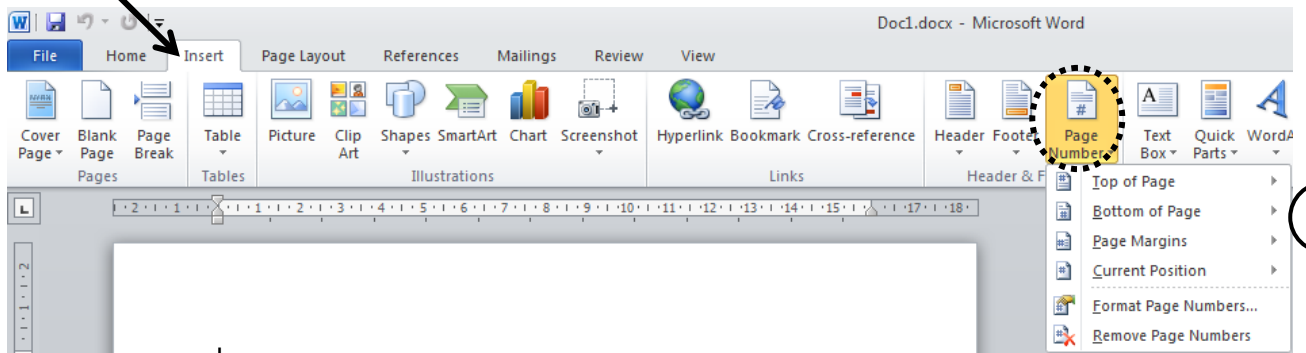
3. Edit the footer of the second page, double click on the footer or **Insert** > **Footer** > **Edit Footer**



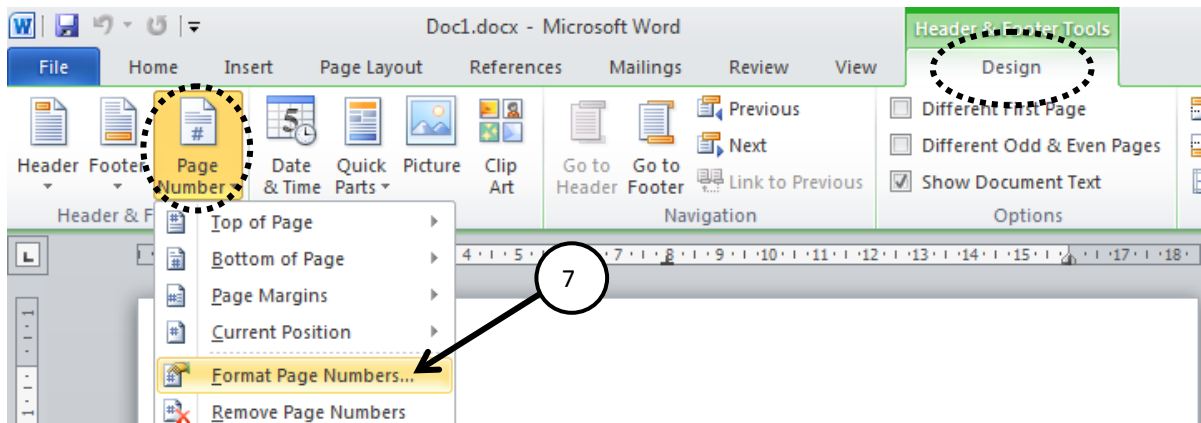
4. Click on **Link to Previous** to un-link this section. This will create two independent sections. (Note this button is orange when on.)



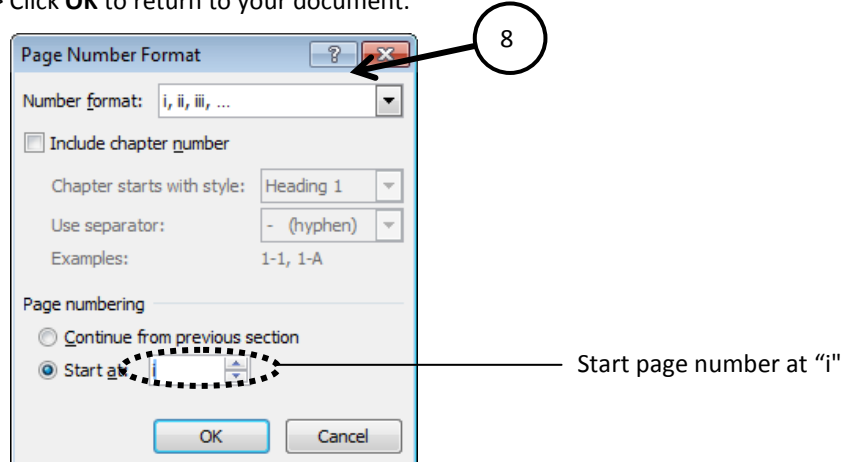
5. Insert Page numbers on the second section. Place the cursor in the **Second Section footer** > **Insert** > **Page Numbers**



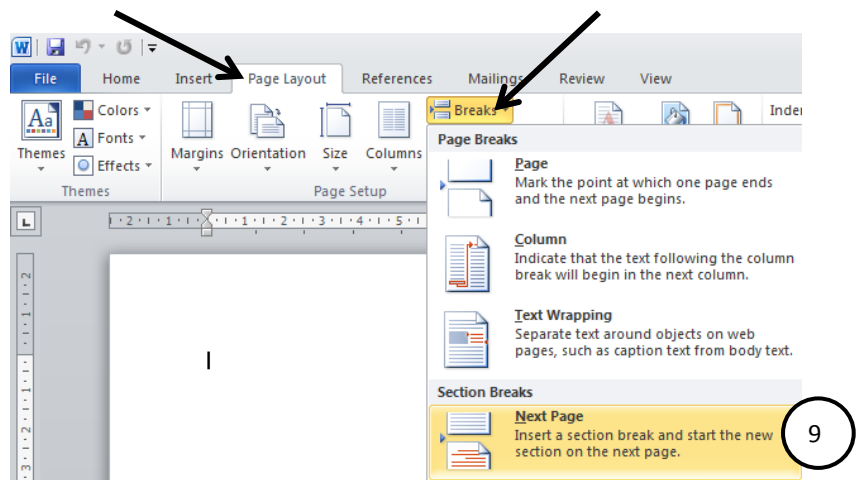
6. Choose position and alignment of the page numbers, for more advanced options click **Format Page Numbers...**
7. **Page Number** > **Format Page Numbers...**



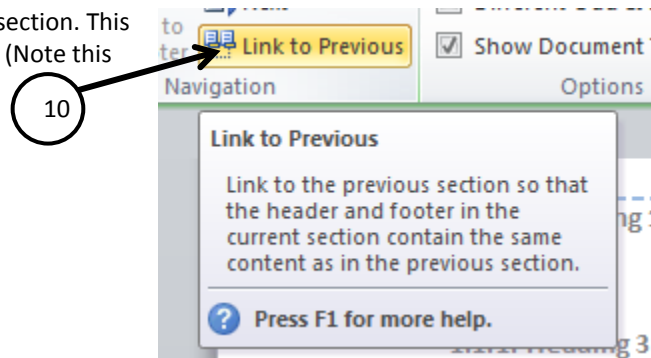
8. Change **Number format** to **Roman numerals (i, ii, iii...)** > Type "i" in the **Start at** box, or use the drop down menu > Click **OK** to return to your document.



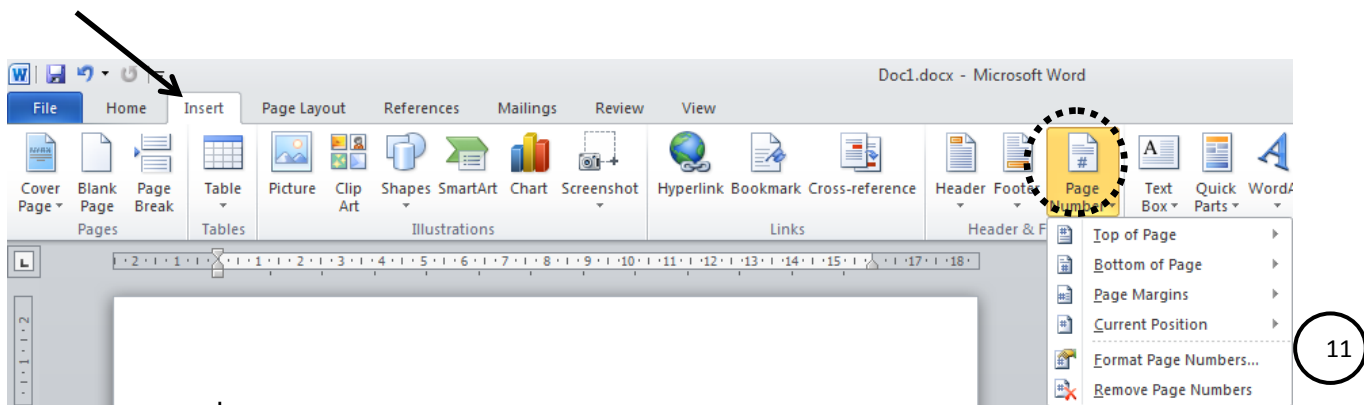
9. Insert another **Section Break Next Page** at the end of section two, e.g. before the first chapter, so the page before the page to be numbered 1.



10. Click on **Link to Previous** to un-link this section. This will create **three** independent sections. (Note this button is orange when on.)

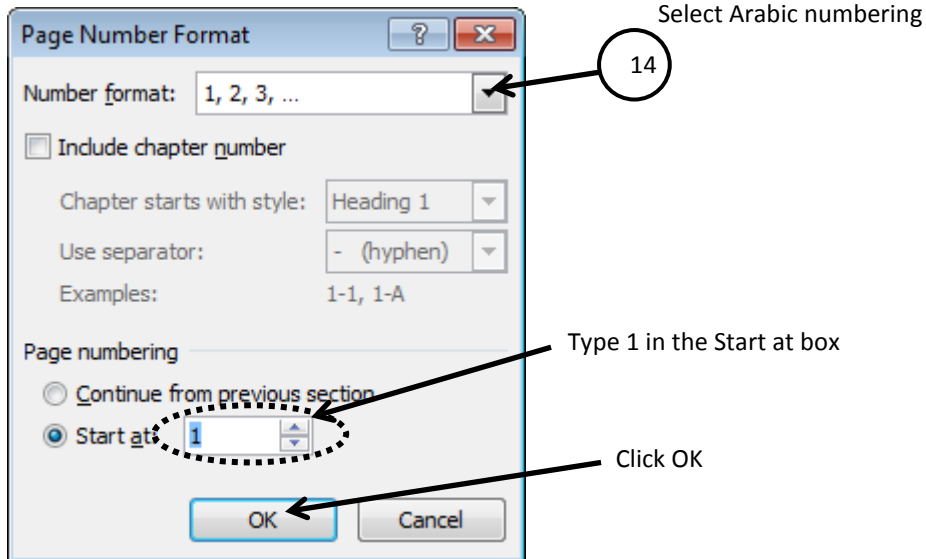


11. Insert Page numbers on the **Third section**. **Insert > Page Numbers**



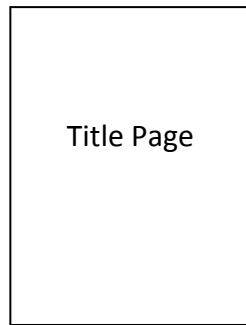
12. Choose position and alignment of the page numbers.
13. Change the number format > **Insert > Page Number > Format Page Numbers...**

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.



Done!

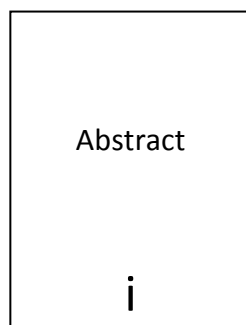
Section One



The first page has **no page number**.

Section Break

Section Two



Roman numbers (**i, ii, iii, ...**) start from the second page until essay body begins.

The preliminaries often contain:

1. abstract
2. preface and/or acknowledgements
3. table of contents
4. list of illustrations, photographs, figures and or table
5. Executive summary etc...

Section Break

Section Three

