Page Numbers

Explanation
Different types and formats of page numbers are needed in different documents and their sections. It is important to know how to insert page numbers at different locations on the page and to know how to format that numbering. To apply different page numbers to different sections (e.g. preliminary pages, document body, appendix, etc.), you will need to include section breaks.

Adding a manual section break

You can insert manual section breaks around a particular section within a document. If the section is at the beginning of the document, you only need to place a section break at the end of the section. If the section is at the end of the document, you only need to place a section break at the beginning of the section. To insert a manual section break:

1. Place the insertion point directly to the left of the text that you want in the new section. If placed elsewhere, you could inadvertently create blank pages within your document.
2. Choose Insert, Break to display the Break dialog box (as shown below).

![The Break dialog box]

3. Under the Section break types heading, select Next page and click OK.

Inserting page numbering

The Insert, Page Numbers command provides a way to quickly insert page numbers in either the header or footer of a Word document. Page numbers are visible in Print Layout view and in Print Preview.

You can use the Page Numbers dialog box (as shown below) to insert page numbers and specify their position and alignment. While you can insert page numbers by using the Header and Footer toolbar, the Page Numbers dialog box allows you to specify the position, alignment, and formatting of the page number from one location.
To insert page numbers, complete the following steps:

1. Choose **Insert, Page Numbers...** to open the Page Numbers dialog box.
2. In the Position drop-down menu, Bottom of page (Footer) is selected by default. This will insert the page number at the bottom of the page. Select the option necessary for your thesis requirements.
3. From the Alignment drop-down menu, select the appropriate alignment for the page numbers.
4. Click **OK** to insert the page number according to your specifications.

### Suppressing the first page number

The first page of many documents is often a title page or doesn’t need to be numbered. You can suppress the page number on the first page of the document by completing the following steps:

1. Choose **Insert, Page Numbers...** to open the Page Numbers dialog box.
2. Clear the check in the Show number on first page check box in the Page Numbers dialog box to suppress the numbering on the first page.
3. Click **OK**.

### Formatting page numbers

In addition to specifying the position and alignment of page numbers, you can also specify a number format, such as Arabic numbers, Roman numerals, or letters. You can also include chapter numbers with the page numbers. To access the formatting options, click the **Format** button at the bottom of the Page Numbers dialog box.
The following table describes the components of the Page Number Format dialog box.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number format</td>
<td>Select different numbering formats, such as Arabic numbers, Roman numerals, or letters of the alphabet.</td>
</tr>
<tr>
<td>Include chapter number</td>
<td>Select the heading style that identifies the start of a new chapter.</td>
</tr>
<tr>
<td>Page numbering</td>
<td>Select continuous numbering or enter a number to begin numbering with.</td>
</tr>
</tbody>
</table>

**Page numbers for multiple chapters**

When a document contains multiple chapters, you may include the chapter number before the page number. For example, the page number for page 2 of Chapter 1 would be displayed as 1-2. To use the chapter numbering format, you must first apply a multilevel list, or outline, style to the document. Then, you can link the heading style to the appropriate outline level. You will be prompted to do so if Word is unable to identify chapter numbers.

To include chapter numbers along with page numbers:

1. Choose **Format, Bullets and Numbering** to open the Bullets and Numbering dialog box (as shown below) and click the **Outline Numbered** tab.

![The Outline Numbered tab of the Bullets and Numbering dialog box](image)

2. Choose a chapter numbering style. Click **OK**.
3. Choose **Insert, Page Numbers . . .** to display the Page Numbers dialog box.
4. Click **Format**.
5. Check the Include chapter number check box.
6. From the Chapter starts with style list, select a heading style.
7. Select a character to separate the chapter number and the page number. Click **OK**.
8. Click **OK** to close the Page Numbers dialog box.