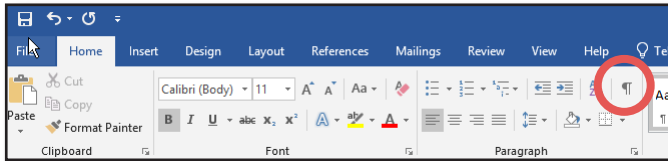
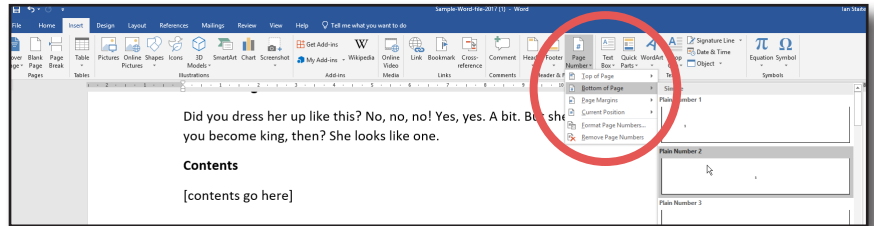



Writing in Word 2019: Changing page numbers mid document

Basic Page numbers

Add basic page numbers to the document using the **Insert** menu and **Page number** and choose where in the page they will go.



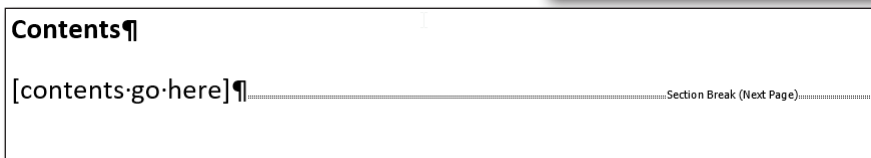
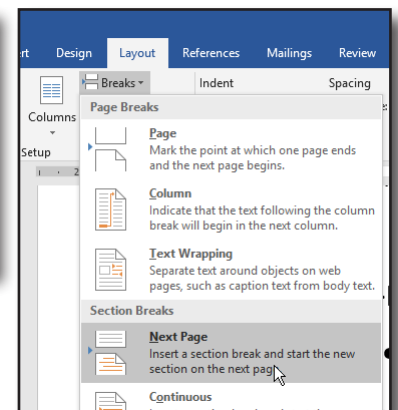
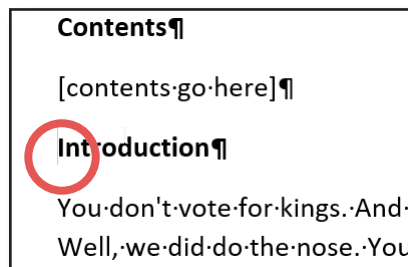
Turn on hidden formatting

This enables you to see hidden formatting such as page and section breaks. Click on the **home** menu and 

Define sections

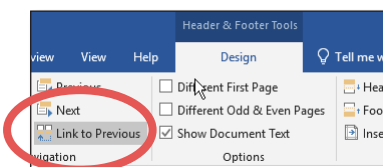
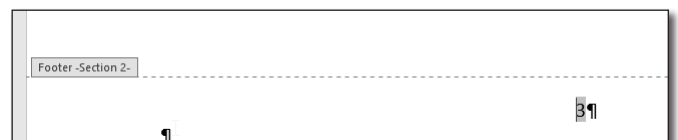
Add next page section breaks to define sections of the document. Often this will be one between the introductory section (title page, abstract, table of contents, etc.) and the actual introduction and main body of the work.

Click before the Introduction heading and, on the **Layout** menu click breaks and **next page section break**

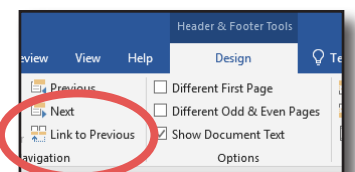


Change the main document page numbers

Go to the bottom of the introduction page and **double-click** the page number. Note that this is Section 2



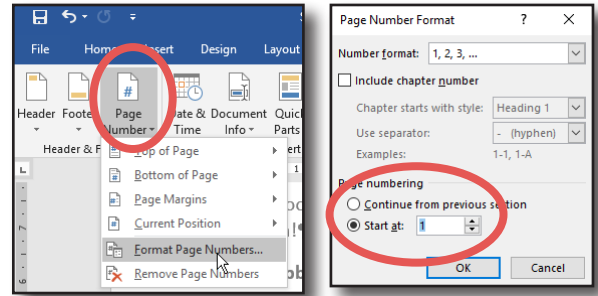
Sections are initially linked so page numbers flow. On the **Header & Footer Tools Design** menu, turn off **Link to previous** so it no longer has a dark grey background.



Set page number to start at 1

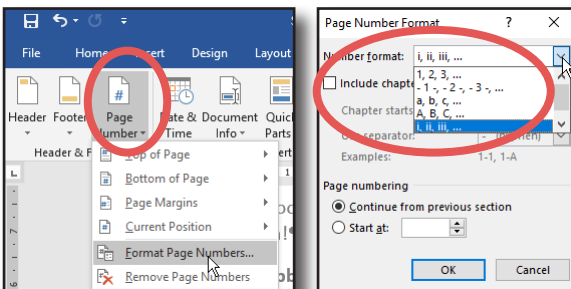
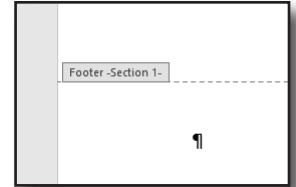
On the **Header & Footer Tools Design** menu, click on Page number and Format Page Numbers.

Set page numbers to start at 1



Set the introductory pages to Roman Numerals

Scroll up to the bottom of the introductory section and double click on the page number. Note this is section 1 (may be different in some documents and you may need to turn off link to previous as above if, for instance, there are other sections for marking grids.

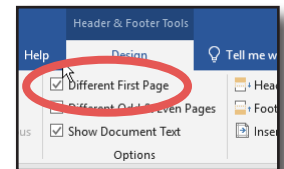


This section is typically numbered using Roman numerals

On the **Header & Footer Tools Design** menu, click on **Page number** and **Format Page Numbers**.

Set number format to **i, ii, iii...**

If you want the title page you may need to use the **Header & Footer Tools Design** menu and tick **Different first Page**.



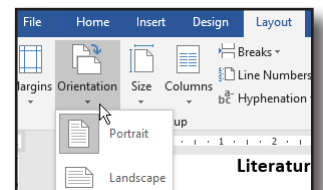
Other uses for section breaks

Any time something needs to change for part of a document rather than being continuous throughout, section breaks provide a way to divide up the document.

Next Page Section breaks

Change page numbering style or restart numbers at 1 as described above

Make pages landscape or a different size - add a next page section break before and after the page(s), then click on the page and use Layout menu and orientation.



Continuous section breaks

All of these can be done with next page section breaks if you want whole pages affected.

From the **Layout** menu and **breaks**, add a **continuous section break** above and below the section you want to affect. Click in between the section breaks and change properties on the layout menu in the page setup group.

- Change margins
- Number of columns
- Line numbering
- Borders

