

Microsoft Word 2013: Changing Page Numbers In Different Sections

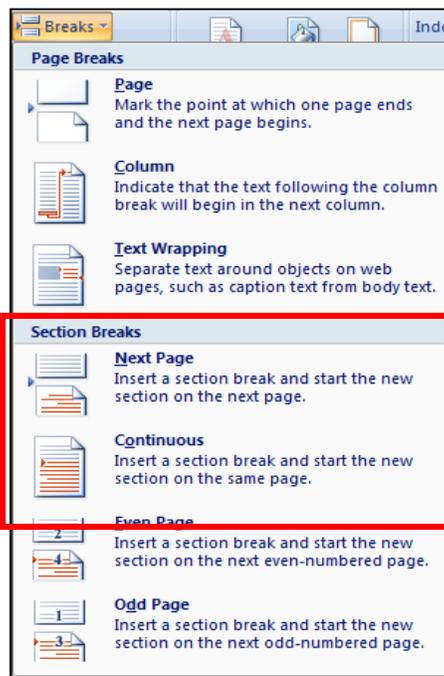
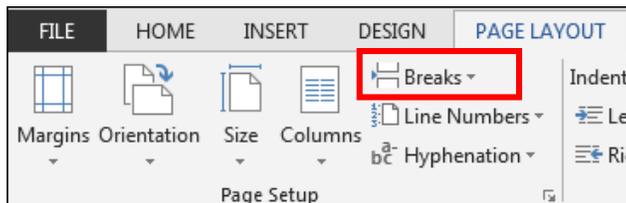
This tutorial provides instructions on how to change page numbering in a document if you want some of the document to be number differently than another part of the document.

Word has two main kinds of breaks: **Page Breaks** and **Section Breaks**. To change your numbering in a section, first you will need to apply a **Section Break**. In other words every section that you want to be different or not be connected to another section needs to have a **Section Break** applied to it to make the numbering set the way you want it to be.

First Create a Section Break between Two Sections

Put your cursor at the either at the end of a page or the beginning line of the page you want to start a new section.

On the ribbon, go to the **Page Layout** tab, in the **Page Setup** grouping, click on drop down arrow under **Breaks**.



Select **Section Breaks: Next Page**.

This will insert a new blank page to add content.

NOTE: Your cursor should be at the end of the page for a new blank page to be added.

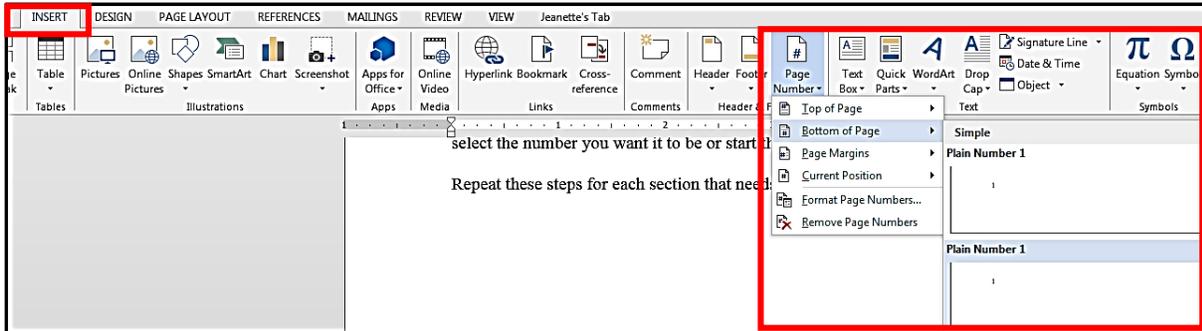
OR

Select **Section Breaks: Continuous**.

Use this if your document is already created with pages of content.

NOTE: Your cursor should be on the first line of the page you want to apply a **Section Break** to.

If you do not have numbers already added to your document then go to the ribbon, to the **Insert** tab under the **Header & Footer** grouping, click on the drop down arrow under **Page Number** and choose the style you would like to use.

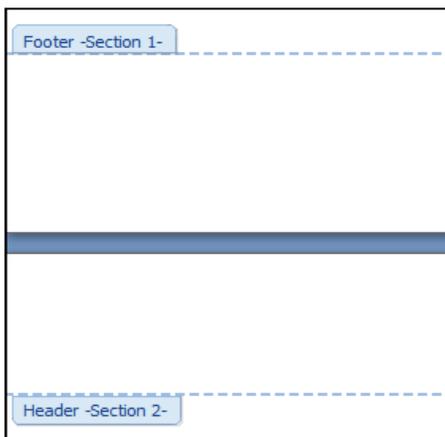


Once page numbers are on your document you simply double click anywhere in the section of the document where your numbers are to open up to edit the **Header & Footers**. The **Header & Footer Tools** tab will appear with the **Design** tab.



Customize Each Section

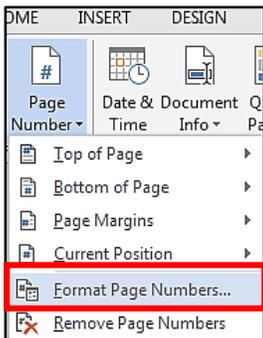
Scroll down in your document and watch the **Header & Footer** sections to see your added section. **Section 1** & **Section 2** are shown below.



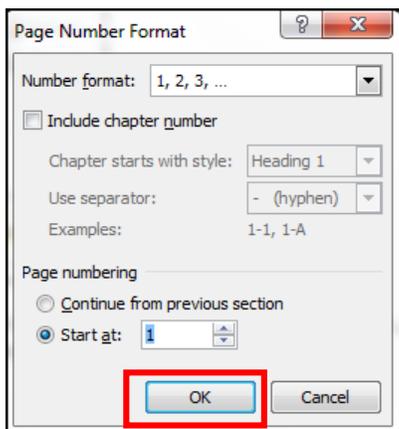
Now select the page number (or highlight it) in the first section.



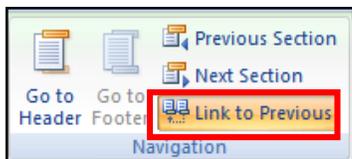
Now in the **Design** tab, **Header & Footer** grouping, under the drop down arrow by **Page Number**, click on **Format Page Numbers**.



The **Page Number Format** dialog box comes up. Under **Page numbering** select **Start at** and select the number you want it to be or start the number at and then click **OK**. You only do this for the beginning page of that section, not for every page.



Scroll to the next section that you want to be numbered differently and be sure you are in that section in the **Header or Footer**. On to the **Design** tab, in the **Navigation** group click on **Link to Previous** to turn that linking off.



Now you must customize this sections number formatting the same way you did with the first section by going into the **Design** tab, **Header & Footer** grouping, under the drop down arrow by **Page Number**, click on **Format Page Numbers**.

The **Page Number Format** dialog box comes up. Under **Page numbering** select **Start at** and select the number you want it to be or start the number at and then click **OK**. Repeat these steps for each section that needs to be customized.