

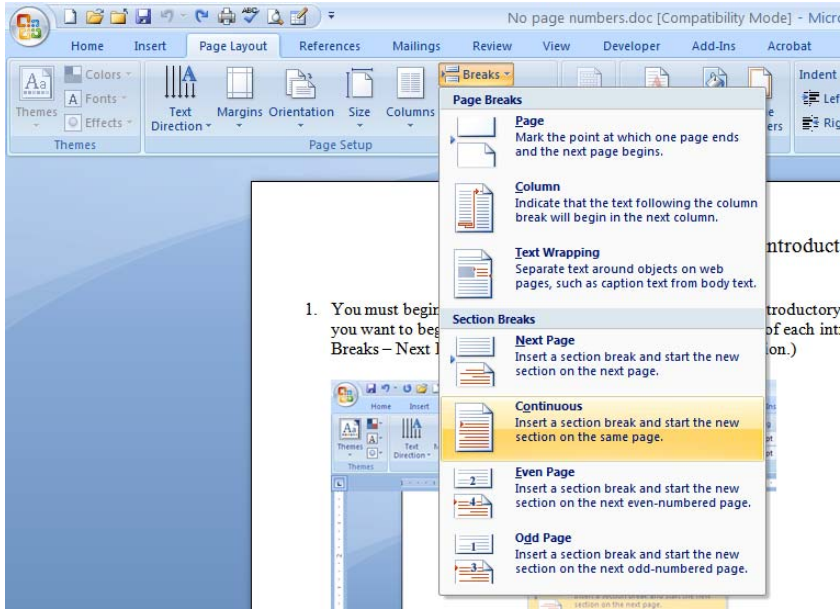
Page Numbering Options in Word 2007

p. 2 - How to NOT display page numbers on introductory pages

p. 4 - How to use Roman numerals on Introductory pages and begin new numbering sequence with Arabic numbers

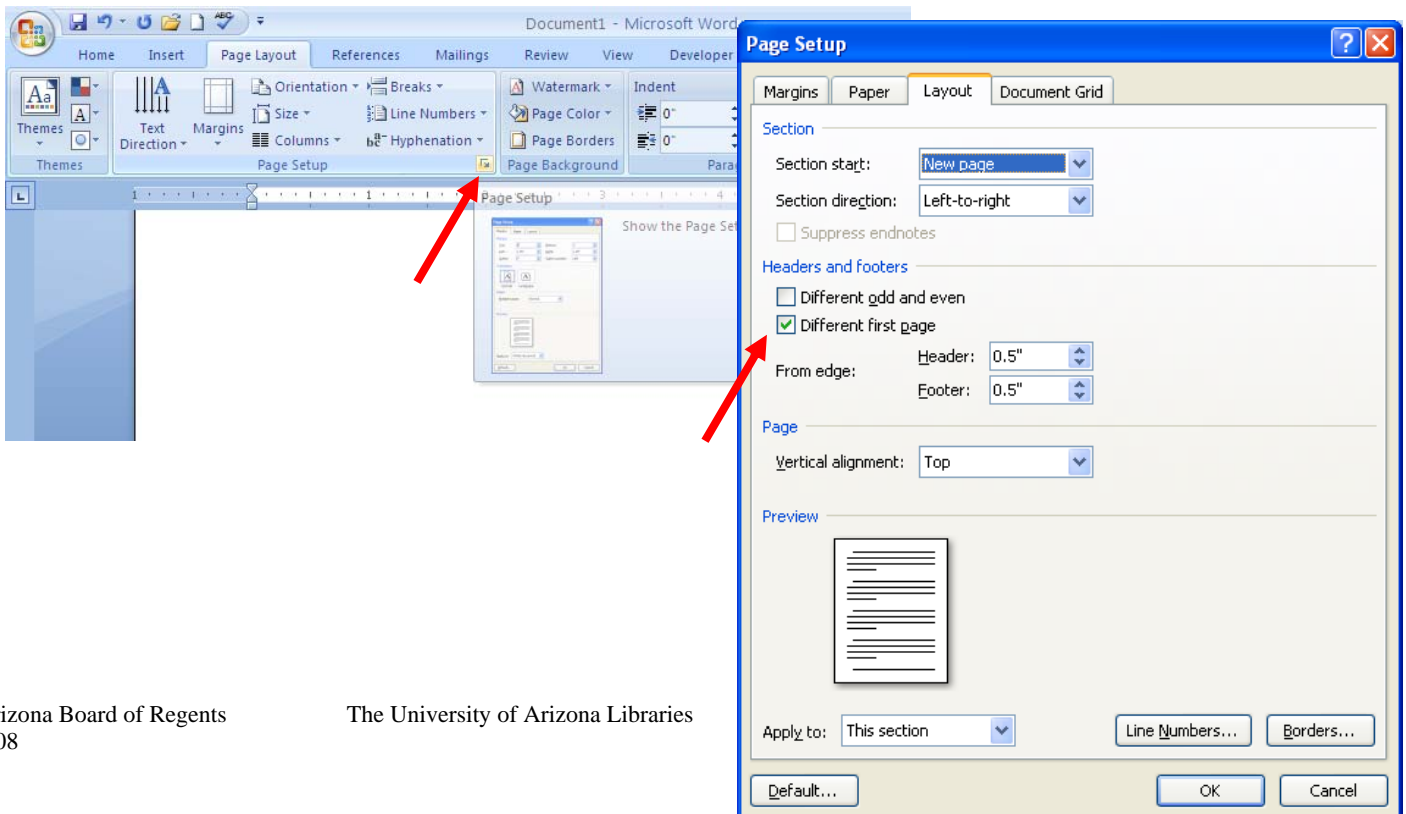
How to NOT display page numbers on introductory pages

1. You must begin a new section at the beginning of each new introductory page up through the page where you want to begin page number display. To create a new section, place the cursor at the beginning of each introductory page, click the Page Layout tab, then Breaks – Continuous, under Section Breaks.



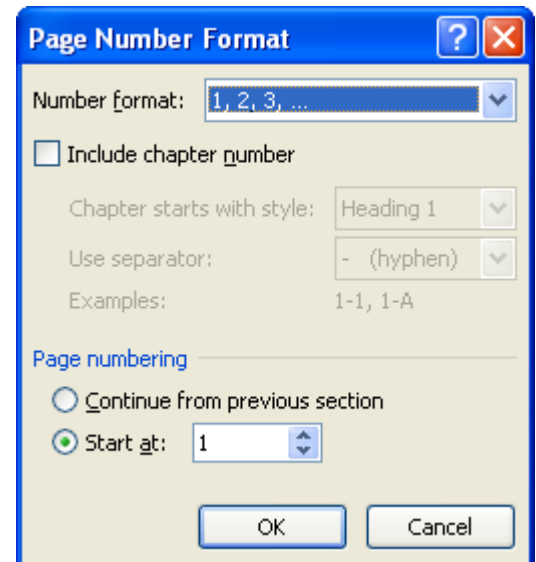
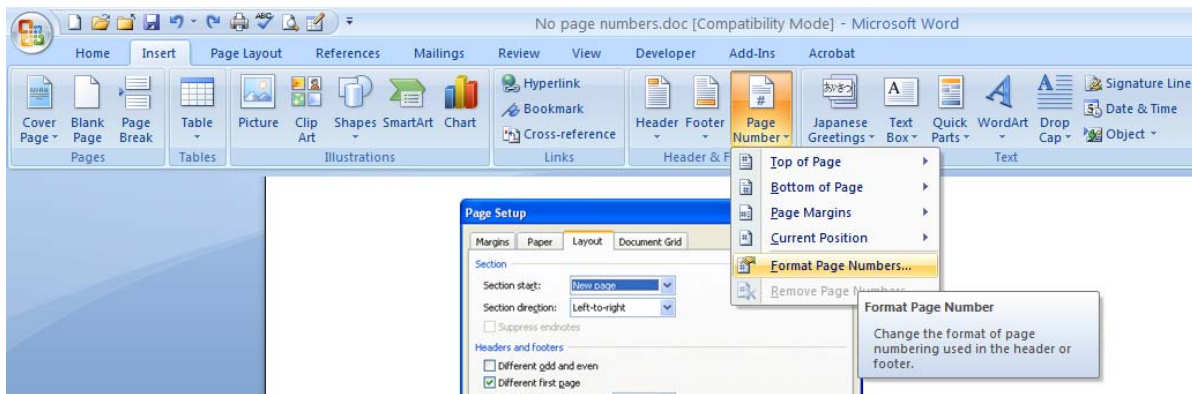
[For further help on section breaks, go to <http://www.uwec.edu/help/Word07/sectbreaks.htm>.]

2. On each introductory page, place cursor at the beginning of the page, then go to Page Layout tab, click the little box at the right next to Page Setup. In the menu check the “different first page” box. (Do not do this on the page you want page numbers to display.)



3. Place cursor at the beginning of the page where you want to begin displaying page numbers (after you've inserted all the section breaks up to and including this page), click Insert tab, then Page Number, choose where on the page you want the page number to appear. If there were three introductory pages, then the display will begin with "4" on the fourth page. (Continuous paging is the default.) Then close the header/footer bar (red X in upper right corner).

Note: If you want to begin a new numbering sequence (for example, to start with page number "1" after the introductory pages), click Format Page Numbers, then click the "Start at" button and select the desired page number.



How to use Roman numerals on Introductory pages and begin new numbering sequence with Arabic numbers

1. Insert a section break at the beginning of the page where the Arabic numbers are to begin. (Click the Page Layout tab, then Breaks – Continuous, under Section Breaks)
2. While on this page, click on the Insert tab, then on Page Number and desired location to add page numbers.
3. While the Header & Footer Tools ribbon is still visible at the top, click on Page Number (under the Header & Footer group on left side), then on Format Page Numbers.
4. Click the “Start at” button and select “1” to begin this section with Arabic number 1. (Note that this will add page numbers to the introductory pages as well.)
5. With the Header & Footer Tools ribbon still on, scroll up to the introductory pages, then again click on Page Number and Format Page Numbers.
6. From Number Format menu, choose Roman numerals (i, ii, iii, etc.).
7. Then click the red X to close the header & footer.