IT Documentation Team. Updated July 2013 (Reviewed July 2015)

This fact sheet is part of our Working with Long Documents series.

Number Formats

You may wish to use different page number formats within a document, for example Roman numerals for the introductory pages (Table of Contents, Table of Figures etc.), followed by Arabic numerals for the remainder of the document. You can achieve this using Section Breaks.

Section Breaks

What are sections/section breaks?

Section breaks allow you to isolate sections of your document in which you will do something different e.g. change page numbering.

A document can contain as many different sections as you require.

Working with sections

Use the Status Bar to see the section you are in.

1. Right-click on the Status Bar at the bottom of the Word window
2. If it is not ticked, click Section from the shortcut menu that appears

How to create our example

Create a new 4-page-long document as an example. When finished, it will have the following formatting:

- Pages 1 to 3
  - Roman numerals
  - i to iii
- Page 4 onwards
  - Arabic numerals
  - 1 onwards

For this example, we will insert a Section Break (Next Page) at the end of page 3. This will create two sections; pages 1 to 3 (Section 1) and page 4 onwards (Section 2).

For other documents, work out where you want your page numbering to change, as in our example.

Step 1 – Insert page numbers

1. Click on the Insert tab, Header & Footer group, Page Number
2. Select Bottom of Page > Plain Number 2 (or your choice of page number format)
3. On the Header & Footer Tools Design tab, click Close Header and Footer

This will add page numbers to the centre of the footer, on every page in the open document.

Double-click at the top or bottom of a page to open/close the header and footer.

In header and footer view, you can use the contextual Header & Footer Tools Design tab.
Step 2 – Create a new section

1. Click on the page area where you wish your section to start (above the page 3 footer in our example)
2. On the Page Layout tab, Page Setup group, click Breaks
3. Under Section Breaks, select Next Page

A Section Break (Next Page) marks where one section ends and another begins.

You must break the links between the previous and next sections before making changes.

Step 3 - Show/Hide formatting marks (including section breaks)

It is easier to work with section breaks with formatting marks switched on.
Click on the Home tab, Paragraph group, Show/Hide button.

When formatting marks are switched on, Section Breaks are shown by dotted lines and the words Section Break.

When finished, click on the Show/Hide button again to switch off formatting marks.

Step 4 - Break link between sections

1. Double-click at the bottom of any page in Section 2 (page 4 in our example) to open the footer
2. On the Header & Footer Tools Design tab, Navigation group, click Link to Previous to break the link with the Section 1 footer

You can now edit the footer of Section 1 without affecting Section 2.

Step 5 – Add Roman numerals to Section 1

1. On the Header & Footer Tools Design tab, Navigation group, click Previous to go to Section 1
2. From the Header & Footer group, click Page Number and select Format Page Numbers...
3. For Number format: select i, ii, iii... and click OK

By default, the numbering in Section 2 will continue in Arabic format (1, 2, 3...).

Step 6 – Restart numbering in Section 2

1. On the Header & Footer Tools Design tab, Navigation group, click Next to go to Section 2
2. In the Header and Footer group, click Page Number
3. Select Format Page Numbers...
4. Change Start At: to 1 and click OK
5. Click Close Header and Footer

Further information and help

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For IT training courses, workbooks and fact sheets, see www.abdn.ac.uk/tad