Advanced Page Numbering in Word (2013)
IT Documentation Team, December 2014. (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 eg 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 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).

Step 1 – Insert page numbers
1. Click the Insert tab.
2. In the Header & Footer group, click Page Number.
3. Select Bottom of Page > Plain Number 2 (or your choice of page number format).

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 (on page 3 in our example).
2. On the Page Layout tab, Page Setup group, click Breaks.

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 materials, see www.abdn.ac.uk/tad