

# Working with Long Documents

**“I want to use different page number formats within the same Word document. Is this possible?”**

If you are writing a thesis you may wish to use different page number formats within your document, for example Roman numerals (i,ii, iii, etc) for the introductory pages (e.g. Table of Contents, Table of Figures,)), followed by Arabic numerals (1, 2, 3, etc) for the body of the document.

You can achieve this effect using section breaks to isolate sections of your document. You can then format the page numbers in each section as you want.

Tips for working with section breaks

- Click the **Home** tab, then click the **Show/Hide** button.

This switches on formatting marks, which labels **section breaks** in your document so they are easier to find.



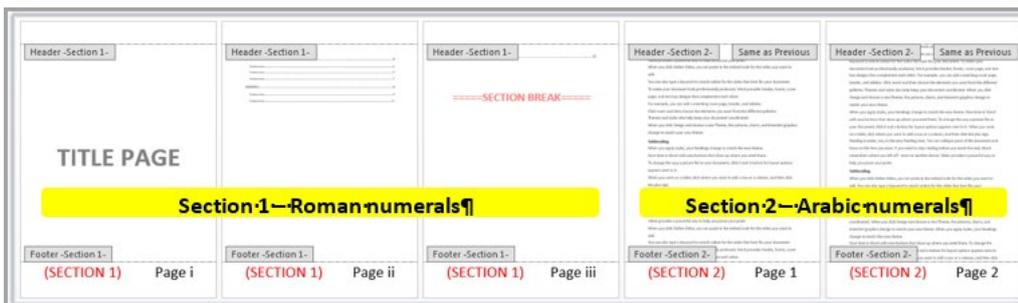
- To help you keep track of the section you are working in, right-click the **Status Bar** and tick **Section**.



## Example

In the example below, we inserted a section break at the end of page 3. This created two sections:

- Section 1 Page 1 to 3 (Roman numerals i to iii)
- Section 2 Page 4 onwards (Arabic numerals 1 onwards)

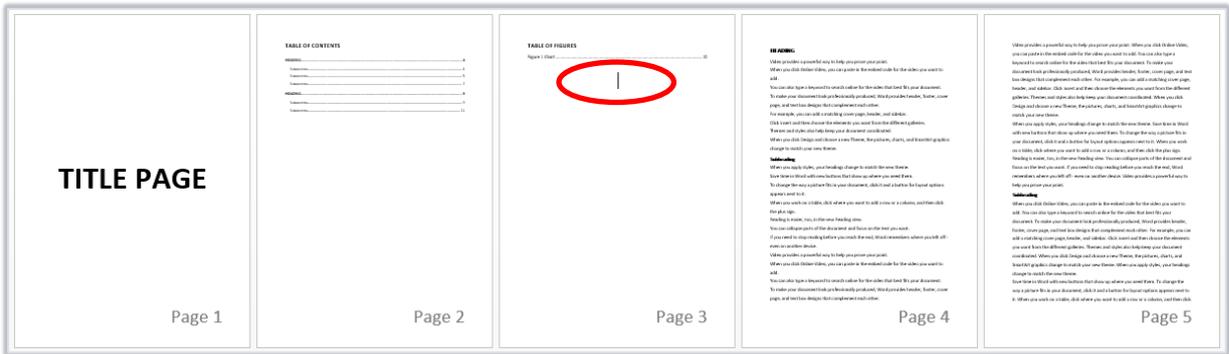


## How to create our example

1. If you have not done so already, your first step is to add page numbers to your document as described in our guide: **“How do I add page numbers in Word?”**

**Note** – Choose the page number format that you want to use for the main body of your document. In our example, we selected **Bottom of Page > Plain Number 3** (we also typed the word “Page”).

- Click at the end of the page **before** you want your page numbering to change (in the example shown below, we clicked on page 3 because we wanted the different numbering format to start on page 4).

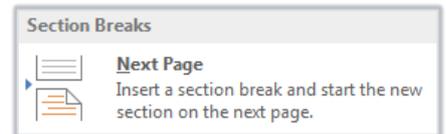


- On the **Page Layout** tab, click **Breaks**.

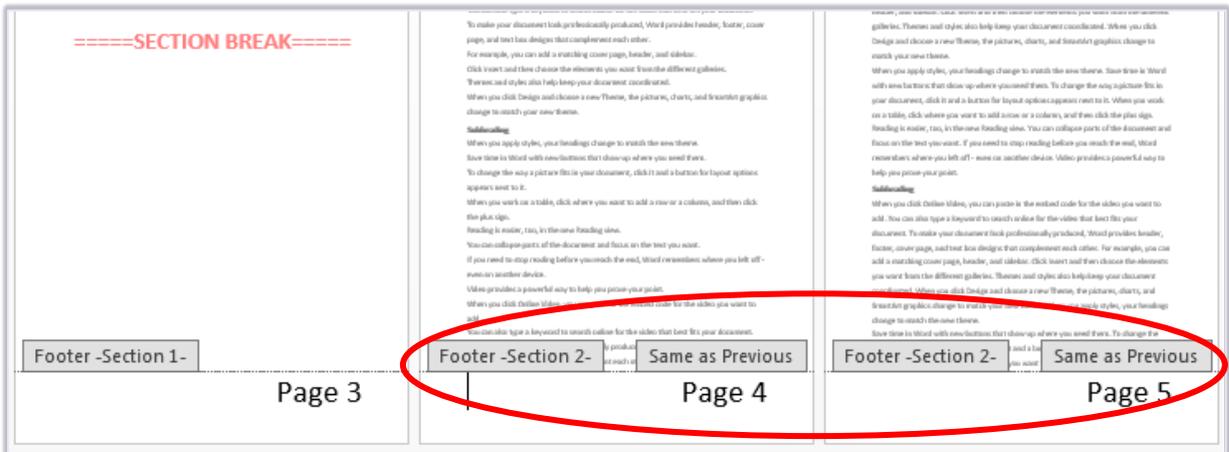


- Under **Section Breaks**, select **Next Page**.

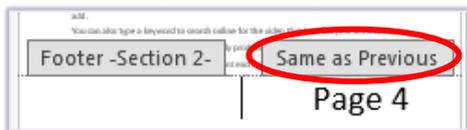
- This creates two sections, Section 1 and Section 2.



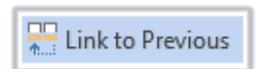
- Double-click at the bottom of *any* page in Section 2 (page 4 onwards in our example) to open the footer (or top of the page if your page numbers are located in the header).



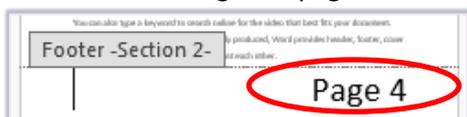
- Section 2 is labelled **Same as Previous**. It uses the page numbering style from Section 1.



- On the **Header & Footer Tools Design** tab, click **Link to Previous** to break the link with Section 1.



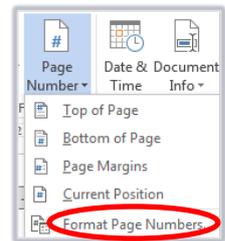
- The **Same as Previous** label should disappear. You can now change the page numbering in Section 1 without affecting Section 2.



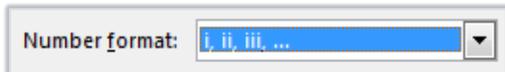
7. On the **Header & Footer Tools Design** tab, click **Previous** to go to Section 1.



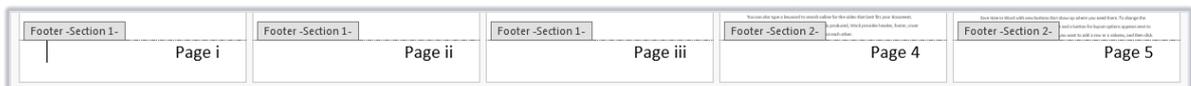
8. Click **Page Number** and select **Format Page Numbers...**



9. Select the **Number format** you want and click **OK**.



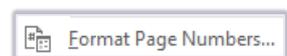
- This will change the number format for Section 1. The numbering in Section 2 will continue in the original format. Word also thinks the numbering is a continuation of Section 1, so in our example, Section 2 starts at page 4.



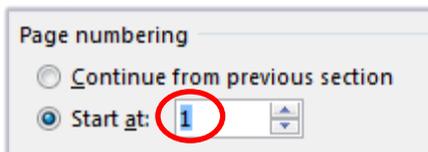
10. If you want to restart the numbering in Section 2 from page 1, click the **Header & Footer Tools Design** tab, then click **Next** to go to Section 2.



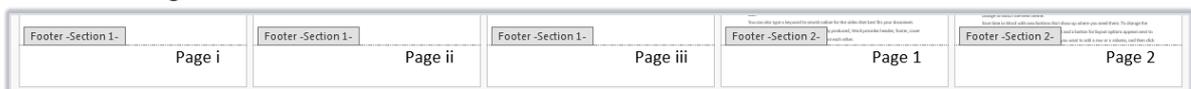
11. Click **Page Number** and select **Format Page Numbers...**



12. Change **Start At:** to **1** and click **OK**.



- The numbering in Section 2 will restart at 1.



13. Click **Close Header and Footer**.

## Further information and help

If you want to learn about any Microsoft product in more detail you can use [Microsoft's Office Support](#) for tutorials, videos and helpful hints.

- For essay formatting requirements, e.g. margins and line spacing, please check with your School.
- Click **File** from the Ribbon, then **question mark** (top right) or press **F1** at any time for help within Word. Search for keywords, e.g. *footer*.



You can also use MyIT to log calls with the University's IT Service Desk: [myit.abdn.ac.uk](http://myit.abdn.ac.uk)