“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”).
2. 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).

3. On the Page Layout tab, click Breaks.

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

5. 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.

6. 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.

   ![Format Page Numbers]

   - 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.
- Within Word, click the question mark (top right) at any time for help. Search for keywords, e.g. footer.

You can also use MyIT to log calls with the University’s IT Service Desk: https://myit.abdn.ac.uk