

# Working with Long Documents

## “How do I add a title page to my Word document?”

When you preparing to submit a Word document like a dissertation or thesis for assessment, you may need to add a title page or front cover containing summary information.

If you have already started writing your document, the easiest way to do this is to press **Ctrl + Home** to get to the top of the first page, then press **Ctrl + Enter** to insert a page break. A new, blank page will appear at the start of your document, ready for you to add content.

### Wait! Before you start...

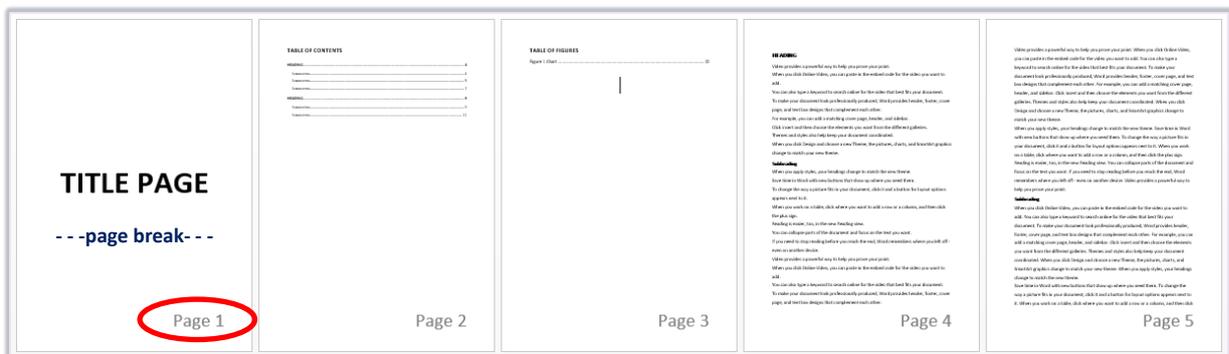
The process for adding a title page is slightly more complex when your document contains page numbers.

You will need to decide if you want your title page to have a page number or not.

- **Note:** 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?”](#)

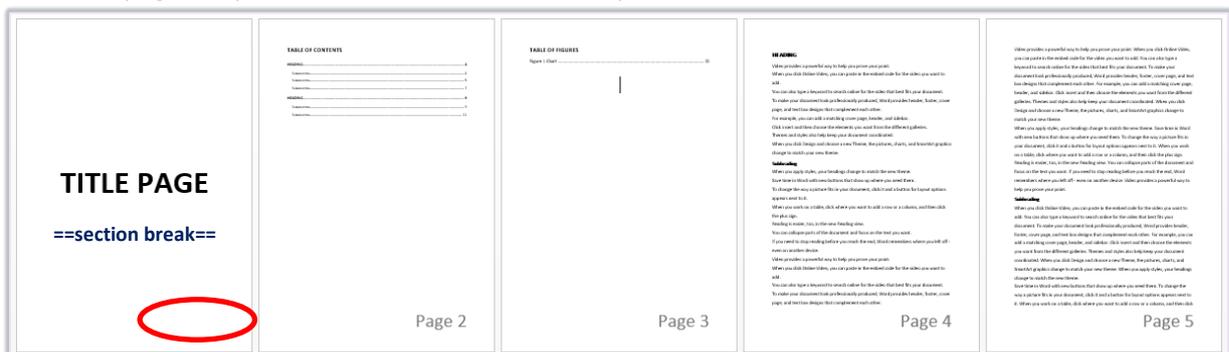
### Option 1 - Yes, I’m happy for my title page to have a page number

- If your document **contains page numbers**, Word will automatically add a number to your new title page. This is because the default setting is for **continuous page numbering** throughout a document.

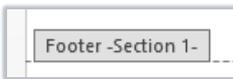


### Option 2 - No, I don’t want my title page to have a page number

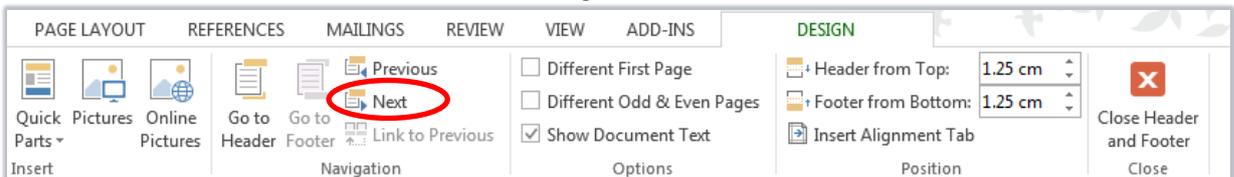
- No problem! By using **section breaks**, you can delete the page number on your title page (section 1), but leave the rest of your document (section 2 onwards) as it is. You can even restart the numbering from 1 on page 2 if you want, as shown in the example below.



1. Press **Ctrl + Home** on your keyboard to get to the top of your document.
2. Press **Ctrl + Shift + Enter** to insert a section break.
  - A new blank page will appear at the start of your document.
3. Press **Ctrl + Home** again to get to the top of the new blank page.
  - If your page numbers are in the **header**, double-click at the top of the page.
  - If your page numbers are in the **footer**, double-click at the bottom of the page.
4. The header and footer of page 1 will be labelled **Section 1**.

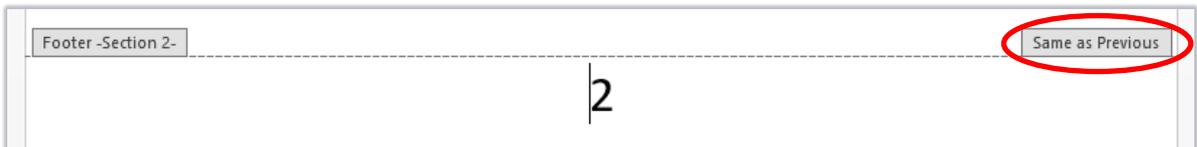


5. Click the **Header & Footer** tab, and click **Next** to go to **Section 2**.

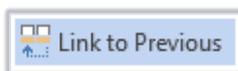


6. Before you break any links, notice that **Section 2** is labelled **Same as Previous**. This means it uses the page numbering style from **Section 1**.

- You'll need to break this link before you can delete the number from **Section 1** (the title page).



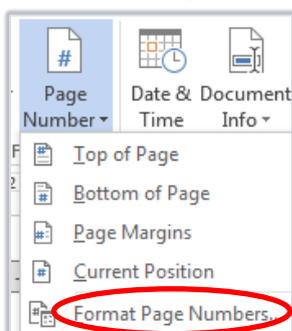
7. On the **Header & Footer** tab, click **Link to Previous** to break the link with Section 1.



- The **Same as Previous** label should disappear.

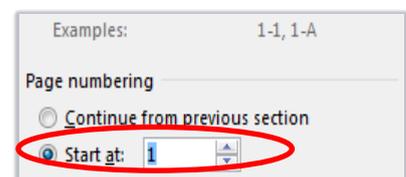


8. Still in Section 2, click **Page Number** then **Format Page Numbers**.



9. Select **Start at: 1** and click **OK**.

- This restarts the page numbering in Section 2 from page 1.



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10. On the **Header & Footer** tab, click **Previous** to go to Section 1.



11. Select the page number in Section 1 and press the **Delete** key.

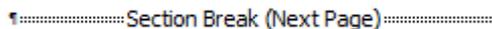
12. Double-click anywhere in the middle of the page to exit the header and footer.

## Tips for working with section breaks

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



– This switches on formatting marks, which makes the **section breaks** in your document easier to find.



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



## Useful keyboard shortcuts

**Ctrl + Home** Go to the start of your document

**Ctrl + Enter** Add a page break

**Ctrl + Shift + Enter** Add a section break

## 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. *numbering*.



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