“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 \texttt{Ctrl + Home} to get to the top of the first page, then press \texttt{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.

\textbf{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.

− \textbf{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?”

\textbf{Option 1 - Yes, I’m happy for my title page to have a page number}

− If your document \textit{contains page numbers}, Word will automatically add a number to your new title page. This is because the default setting is for \textit{continuous page numbering} throughout a document.

\textbf{Option 2 - No, I don’t want my title page to have a page number}

− No problem! By using \textit{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 Tools Design** 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 Tools Design** 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.
10. On the **Header & Footer Tools Design** 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.

  ![Show/Hide button](image)

  - 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**.

  ![Status Bar with Section](image)

**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.

- Within Word, click the **question mark** (top right) at any time for help. 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](https://myit.abdn.ac.uk)