

PAGE NUMBERING IN MICROSOFT WORD:

A. IN WORD 2007 FOR WINDOWS

BEGINNING PAGE NUMBERS ON THE SECOND PAGE

1. On the Insert tab, in the “Header & Footer” group click *Page Number*.
2. Click *Top of Page*, *Bottom of Page*, or *Page Margins*, depending on where you want page numbers to appear in your document.
3. Choose a page numbering design from the gallery of designs.
4. On the Design tab, in the “Options” group, choose *Different First Page*.

BEGINNING PAGE NUMBERS ANYWHERE AFTER THE FIRST PAGE

1. Determine where you want your page numbering to begin (e.g. page 3), and then place your cursor at the end of the preceding page (e.g. page 2)
2. From the *Page Layout* tab, in the “Page Setup” group, select *Breaks*. Then, from the drop-down list, select *Next Page*.
3. From the *View* tab, in the “Document Views” group, select *Print Layout*.
4. If you want the page numbers at the top of the page, make sure you are in the header. If you want the page numbering at the bottom, switch to the footer. Click *Switch Between Header and Footer* to toggle between the header and footer.
5. Once you are in the header or the footer, find the *Same As Previous Link* or *Link to Previous* icon on the toolbar (or ribbon in Word 2007). It may have a slightly different look from the other icons because it may be enabled.
6. Click to disable it – (unhighlight it). This separate’s the section’s headers or footers from those above. In all versions except Word 2007, close the Header and Footer toolbar.
7. From the *Insert* tab, in the “Header & Footer” group, select *Page Number*, and then choose your preferred position and alignment for page numbers.
8. Click and hold *Page Number*.
9. Select the exact page number you want to be your starting number.
10. Click *OK* until you return to the document.

Using this method your document should have no page numbering before the point you selected. Later you can add page numbers to the first position without harming your custom numbering.

B. ALL OTHER VERSIONS (WINDOWS OR MAC)

BEGINNING PAGE NUMBERS ON THE SECOND PAGE

1. Put your cursor on the first page, and from the *Insert* menu, select page Numbers ...
2. Select the position and alignment you want for page numbers.
3. Uncheck *Show number on first page*, and then click *Format...*
4. Select your desired format.
5. At the bottom of the window, select *start at:*, and then select the number just below what you want your first page number to be (e.g. if you want the page after the title page to be page 1 select 0 as the starting page number).
6. Click *OK* twice to return to Word.

ALL OTHER VERSIONS (WINDOWS OR MAC)
BEGINNING PAGE NUMBERS ANYWHERE AFTER THE FIRST PAGE

1. Determine where you want your page numbering to begin (e.g. page 3), and then place your cursor at the end of the preceding page (e.g. page 2)
- 2.a. In other versions of Word for Windows, from the *Insert* menu, select *Break ...*. Under “Section Break types”, select *Next Page*, and then click *OK*.
- 2b. In Word 2008, or 2004 for MAC OS X, from the *Insert* Menu, select *Break* and then *Section Break (Next Page)*.
3. Place your cursor on the next page, and then from the *View* menu, select *Header and Footer*, The Header and Footer toolbar should appear with several icons.
4. If you want the page numbers at the top of the page, make sure you are in the header. If you want the page numbering at the bottom, switch to the footer.
5. Once you are in the header or the footer, find the *Same As Previous* Link or *Link to Previous* icon on the toolbar (or ribbon in Word 2007). It may have a slightly different look from the other icons because it may be enabled. You can mouse over the icon to see its name.
6. Click to disable it – (unhighlight it). This separate’s the section’s headers or footers from those above. In all versions except Word 2007, close the Header and Footer toolbar.
7. *From the Insert menu, select Page Numbers ...*, and then choose your preferred position and alignment for the page numbers. Leave *Show number on first page* checked.
8. Click **format...**, then in the “Page numbering” section, click *Start at*:
9. Select the exact page number you want to be your starting number.
10. Click *OK* until you return to the document.