## Page numbering in your Word document

Sometimes you might not want the page numbers shown in your header or footer to be the same as the actual page numbers. For example, if you need to number preliminary pages (e.g. contents) using Roman numerals i.e. i. ii, iii and the rest of the document using Arabic numerals i.e. 1, 2, 3, starting from elsewhere in the document at page 1.

To change the format of page numbering later in your document, firstly apply you initial page numbering format then divide the document into sections and unlink them, move to the next section of your document and then display the page numbering and choose the new format and the starting value.

To add page numbers centrally to the bottom of your pages, with your preliminary pages in Roman numerals, then the rest of your document in Arabic numerals do the following:

Click Insert > Page Number > Format Page Number and select Roman numerals from the drop down list in the Number format field and click OK
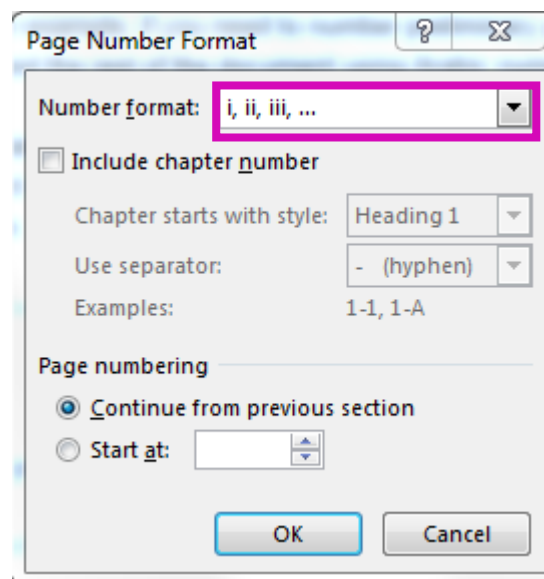
then select Page Number > bottom of page > plain number 2. This will apply Roman numerals at the centre of the bottom of each page.

To change page numbers to Arabic format from a certain page in your document, click in the document at the point where you want to change the format of the page numbering to insert the section break.

Click Layout > Breaks > Next Page.
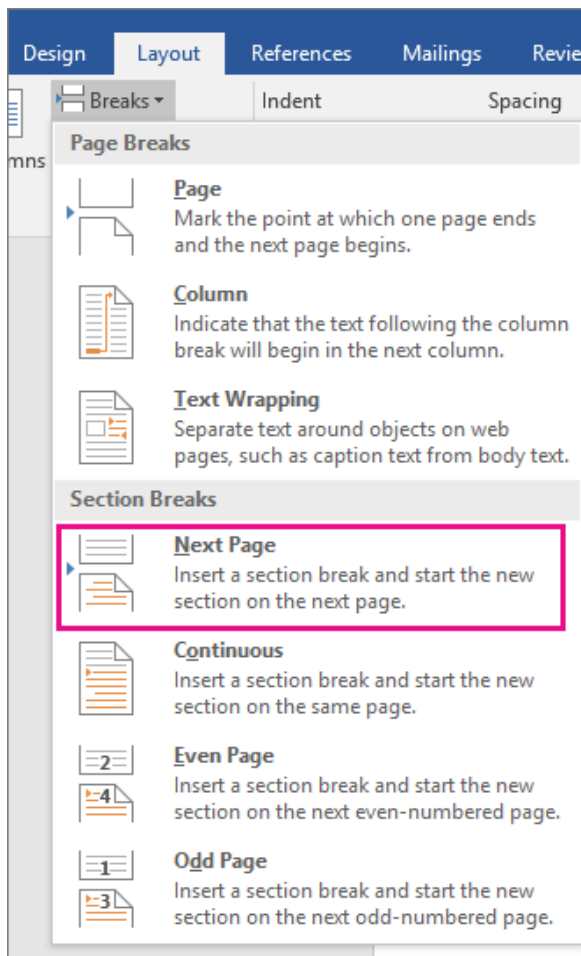
Double-click in the footer area where your page numbers are displayed. Word displays the Design tab under Header & Footer Tools.

Click Link to Previous to turn it off and unlink the header or footer from the previous section.
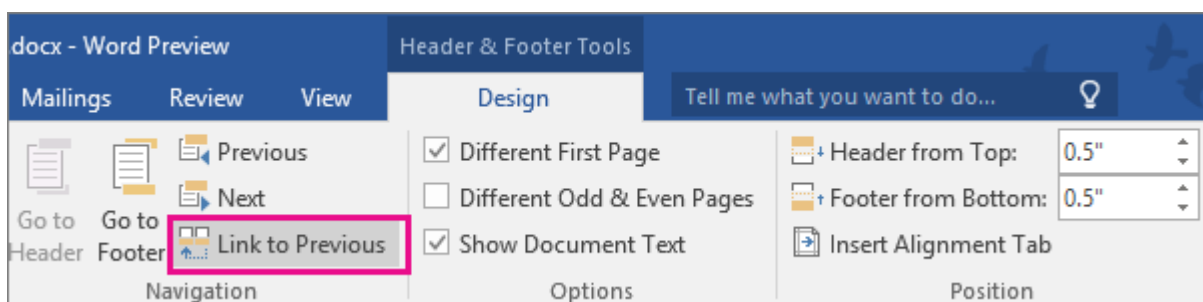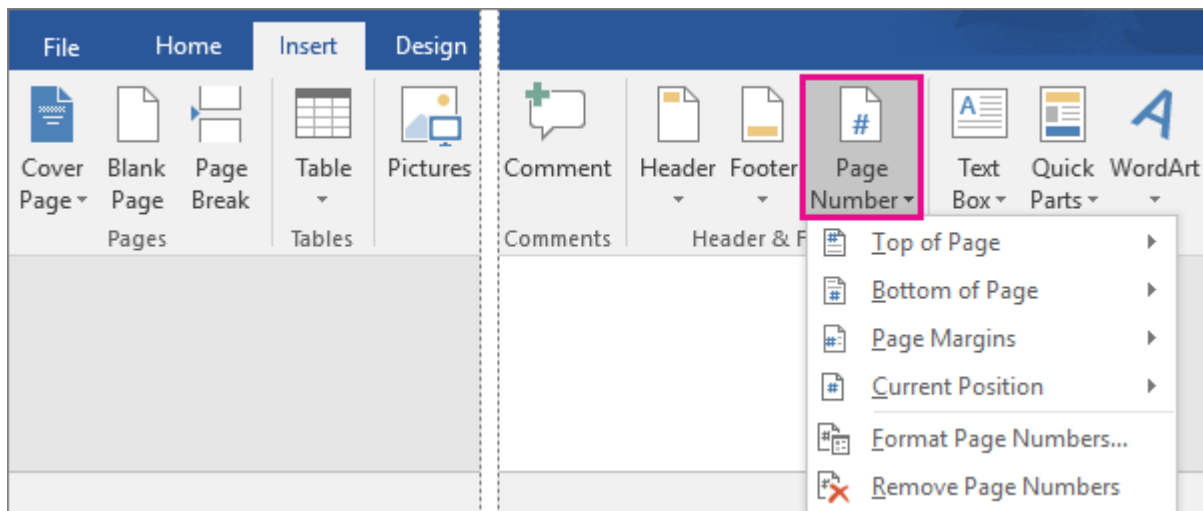

NOTE: Headers and footers are linked separately, so if your page number is in the header, turn off linking for headers. If your page number is in the footer, turn off linking for footers.
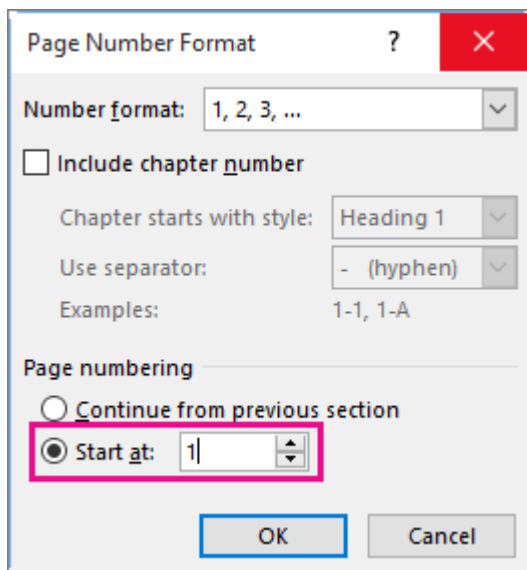
Click Page Number to select your new page number format.

Click Format Page Numbers to open the Page Number Format dialog box. Select the appropriate number format for Arabic format and to start numbering the section from page 1, click Start at, and type 1.

If you do not specify a new starting number, Word automatically supplies the current page number.

Click OK.

When you're done, click Close Header and Footer or double-click anywhere outside the header or footer area.