Numbering and Renumbering within Word Documents

Simple page numbering

The easiest way to insert page numbers is to use the ribbon "Insert/page numbers." With this function, you have choices to position the page number at the top/header or bottom/footer, as well as put it:

1. Left—Page's left corner (top or bottom)
2. Center—Center of the margin
3. Right—Right side of page
4. Inside—Alternating corners, as in for books, positioned near the inner margin (by the left margin on right-hand side pages, by the right margin on left-hand pages)
5. Outside—Alternating corners, positioned near the outer margin (opposite of inner)

There is also a check box to indicate that you do not want the number on the first page of the document (or section).

At the beginning of the ribbon, use Patge Number Format to pick a page number style (i.e., 1-2-3, a-b-c, or i-ii-iii) and what number to start counting with.

REMEMBER: Everything discussed up to this point assumes you want to have the *entire* document page-numbered consecutively, from beginning to end (except for the first-page option).

Renumbering within a document

Suppose you want to skip a number within the middle of a document, or start counting with page #2 on the actual page 5, or have some numbers at the top and others at the bottom. To vary page numbering within a document, you must do two steps:

1. Separate the pages to be numbered differently into *sections*.
2. Create a header/footer in the section to be numbered and make sure the button called "Link to previous" is turned *off* (unchecked).
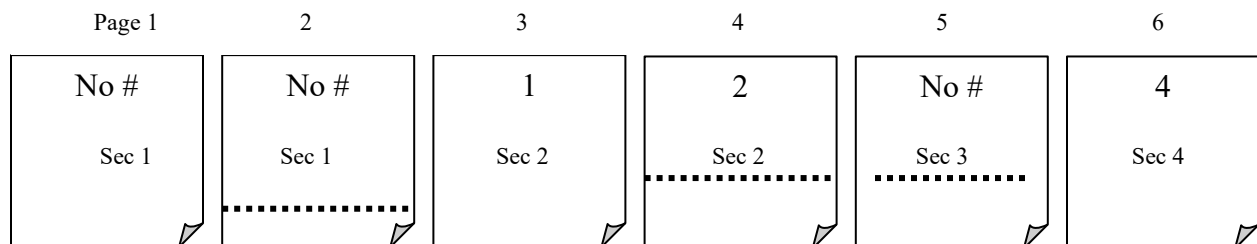
Let's assume that your page number should begin on page three of the document, with the number "1" on page three. Go to the bottom of page three, then go to "Insert/Break" to locate the section command.

There are 4 kinds of breaks: (1) Page breaks, (2) Column breaks, (3) Text Wrapping (Line) breaks, and (4) Section breaks. Only section breaks work for re-numbering. Sections can be inserted as a "break to next page," "break to next odd numbered/even numbered page," or "continuous" (stay on same page). Generally, this function is easier to control and manipulate if you can mark the section as a "next page" break. Then, with your cursor in section 2, go to Headers-Footers. A new ribbon will appear.

The button to watch out for is "**Link to previous**." If this is turned on, it keeps each section consistent (that is, if you turn on page numbering in section 2 on page 3, it will also turn on for section 1 on pages 1 and 2). Once you have turned off "Link to previous," you can either insert the page number wherever you want it to go by using the toolbar's # button or by "Insert/Page number." Either way, you will get the number 3 on the third page. Since you want this page to be numbered 1, go to "Page Number Format" (on the ribbon) and tell it (at the bottom) to start counting at number 1. Page 3 (section 2) will now be numbered 1; page 4 (section 2) will be numbered 2; etc.

Let us assume page 5 should not be numbered. Put in a section break (either next page or continuous) at the bottom of page 4. Go to page 5 (section 3) and double-click the header. The header ribbon appears; turn off "Link to previous." Then delete the page number.

Page 6 should be numbered 4. Put in a section on page 5 (unnumbered page), then go to page 6 (section 4), double-click the header area, turn off "Link to previous," then insert your new page number. Go to "Page Number Format" to tell it to start counting with page number 4.

Page 1	2	3	4	5	6
No #	No #	1	2	No #	4
Sec 1	Sec 1	Sec 2	Sec 2	Sec 3	Sec 4