

Page Numbers and Section Breaks



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Getting Started

I've created a sample document with placeholder text to mimic a multipage document. Both the starting and finishing document are attached to this accessible PDF.

Add Header and Footer Information

Most companies have a logo or brandmark that they want at the top of each page or at the top of specific pages.

To add an image to a Page Header:

1. Make sure your focus is on the first page or cover page of your document.
2. Press Alt N, H for Insert Ribbon, Page Header.
3. Press E for Edit Header to take you to a blank Page Header that you can customize.
4. Press Alt + N, P to insert a Picture from your computer or Alt + F, N to insert a picture "From File" which lets you search Online for an image.
5. Once you choose an image, insert it into the page Header and then resize it, position it where you want in the Page Header and add Alt Text to it.



Figure 1 Image or logo added to a Page Header.

6. Add any other information you want to the Page Header, making sure that you keep the information accessible.
7. Move to the Page Footer
8. Because we haven't returned to the main document area, we should still be in the Header and Footer Ribbon.
 - a. If you are not in the Header and Footer Ribbon, press Alt + J, H to open it again.
9. Press Alt + J, N, U to open the options for Page Numbers from the Page Header and Footer Ribbon.

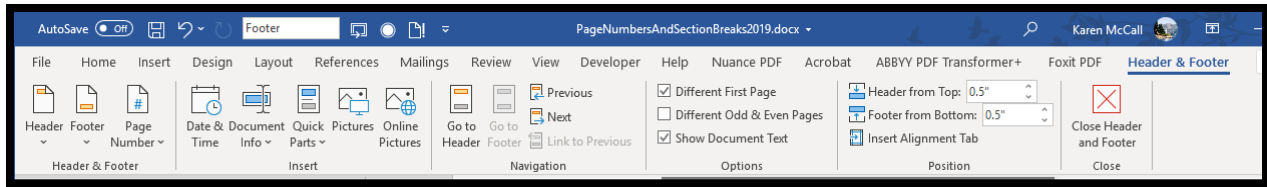


Figure 2 Header and Footer Ribbon.

Once the Page Number menu has opened (Alt + J, N, U) you can choose where you want the page numbers in the document.

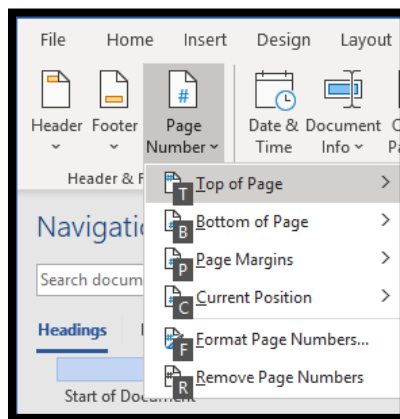


Figure 3 Page Number menu in the Header and Footer Ribbon.

If you notice, I use the Page X of Y format in my documents to give you an idea of how many pages are in the tutorial. For this tutorial, I'm going to use just a page number.

Press Alt + J, N, U, B and choose the page number format you want from the Gallery.

For this tutorial, I chose Plain Number 2.

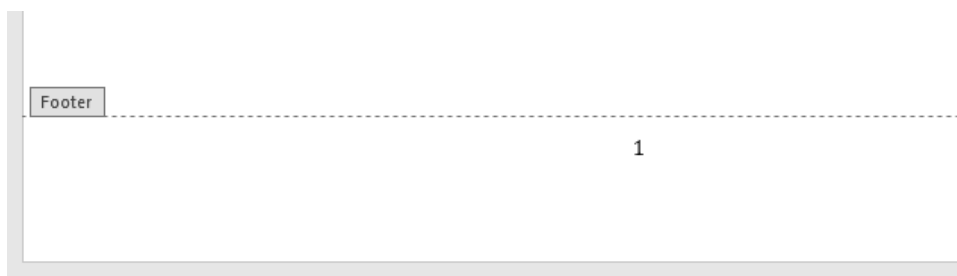


Figure 4 Page number inserted into the Footer.

Now I need to make sure that "Different First Page" is checked so that my Header and Footer information do not appear on the first page of my document.

The Page Header and Footer information is now seen on all pages of the document except the first page.

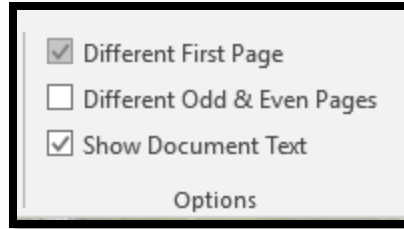


Figure 5 Different First Page in Header and Footer Ribbon.

No Page Header or Footer on Table of Contents Page

What if we also don't want Page Header and Footer information to appear on the first page of a Table of Contents page?

We can do this!

At the bottom of the cover page or page 1 of the document insert a break by pressing Alt + P, B, N for (Page) Layout Ribbon, Breaks, Next Page.

Your cursor is now at the top of "page 2" of the document.

Press the Delete key to bring the text Table of Contents up to that line.

There is no Page Header or Footer on that page.

Changing Page Numbers for a Table of Contents or Preface to a Document

If you don't want the same page numbering for the Table of Contents as you do for the entire document, you can do that by changing the formatting of the page numbers.

In our document, we will go to the second page of the Table of Contents and select the page number in the Page Footer.

Select the page number on the second page of the Table of Contents.

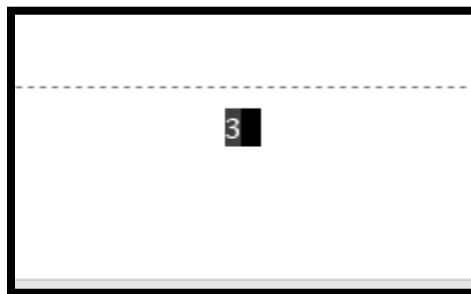


Figure 6 Page number on second page of Table of Contents section selected.

Right click or press Alt + J, N, U, F for Format Page Number.

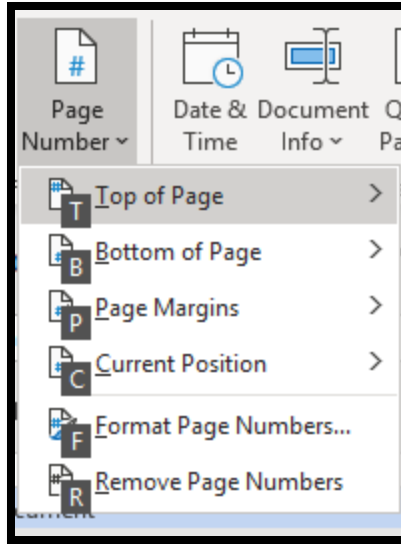


Figure 7 Page number options showing Format Page Number.

When the Format Page Number dialog opens, choose Roman Numerals or whatever numbering format you want for the Tables of Contents or preface pages of the document.

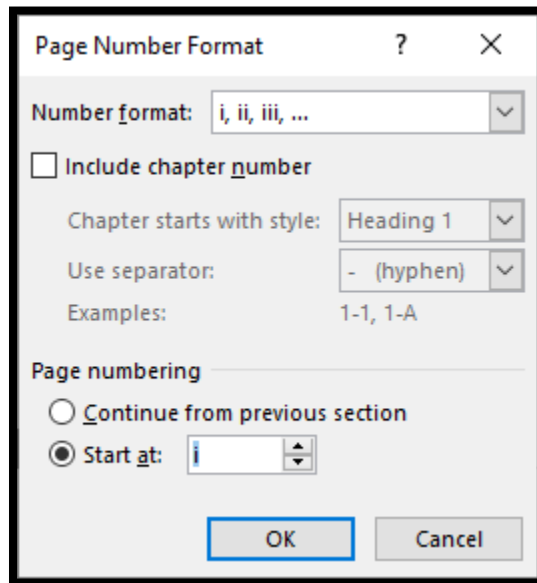


Figure 8 Page Number Format dialog.

The second page of the Table of Contents (and all of the other pages in the document) will now be Roman Numerals.

Change the Page Number Formatting for the Start of the Body of the Document

Now we want to change the numbering back to regular numbers but start the main document area page numbers at 1.

Double Click on any area of the main document area to get out of the Page Header and Footer area. You can also press Alt + J, C for Close.

Place your cursor just before the first character of the main body of the document. In our sample document this is just before the word “Start” (of Document).

Press Alt + P, B for Page Layout, Breaks but this time choose letter O for Continuous. The text may appear to shift a bit but this is OK.

Go into the Page Header and Footer Ribbon and uncheck “Different First Page”.

You can now select the page number in the Page Footer and, using the page Number Format dialog, return the page numbering to 1, 2, 3 and start at number 1.

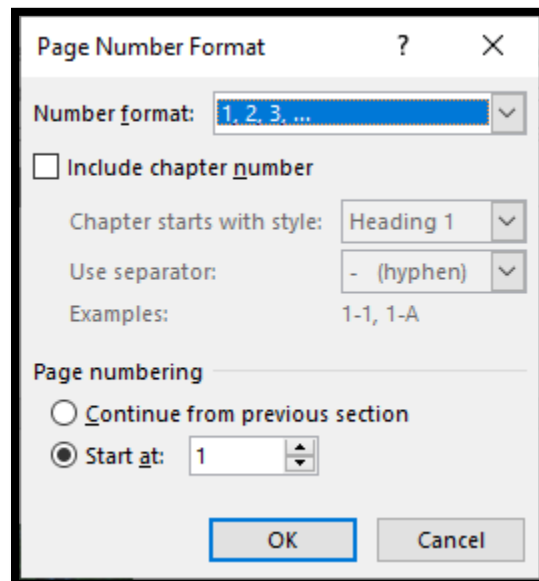


Figure 9 Page Number Format dialog showing regular page numbers starting at number 1.

If you’ve used Section Breaks in other places of the document, you will need to select those page numbers, right click or press the AppKey and choose Update field which should update the page numbering.

Reading is easier, too, in the new Reading view. You can collapse parts of the document to focus on the text you want. If you need to stop reading before you reach the end of the document, it remembers where you left off - even on another device.

1

Figure 10 Page number set to page 1 for the first page of the main body of the document.