Changing Page Numbers in a Specific Section

- In this tutorial you will learn how to change page numbers in a specific section of your paper without changing the pagination of the other sections.
- You might want to have different page numbers or numbering formats for different sections such as front matter, table of contents, indexes, or appendices.

Step 1: Click on the beginning of the page you want to start/stop or change the header or footer (to change the page numbering).

Step 2: On the main menu, click on the PAGE LAYOUT tab.

Find the PAGE SETUP group and select BREAKS.
Step 3: From the BREAKS menu, under SECTION BREAKS, click NEXT PAGE.

Step 4: From the top menu, select the INSERT tab. Select PAGE NUMBER

Shortcut Tip! You can also enter the header/footer by double clicking that area on your screen!

Step 5: Once you are in the header (or footer) the DESIGN tab in the main menu will be open. Make sure to turn OFF LINK TO PREVIOUS (click the Link to Previous button to turn it on or off). Make sure you turn off this feature in the header if your page number is in the header, or the footer if your page number is in the footer.
Step 6: Insert page numbers by selecting the most appropriate options (see our MS Word Resources Website on Page Numbers for more information).

You can also format pages numbers by selecting different options from the formatting menu. Click PAGE NUMBERS, then select the FORMAT PAGE NUMBERS option.
Once you click into **FORMAT PAGE NUMBERS**, you will be brought to a window that will allow you select specific options, including how your pages are numbered (numbered, letters, Roman numerals, etc). You can also select specific styles to apply to your sections (for more on styles see our [MS Word Resources Website on Styles](#)).

You can select options from this menu including how your pages are numbered (1, 2, 3, a, b, c, or i, ii, iii, etc). You can also select numbering options with styles.

When you format your page numbers in a new section, you can select what page number to start at by entering a value and selecting OK.
Step 7: Close out of the header or footer by clicking the **CLOSE HEADER AND FOOTER** button.

**Shortcut Tip!** You can also double click anywhere outside the header/footer to close editor!

Step 8: To end the different page numbering, repeat Steps 1-7 at the end of the section (on the next page).

For example, if you numbered pages 1-5, then used Roman numerals for pages 6-8, you would repeat the steps above on page 9- select the appropriate starting value (for example if you want to continue in numerical order, you could select a starting value of 6 or select 9 as it is the 9th page).

**Finish:** After following the above steps, you should have changed the page numbers in a specific section.