

## Adding different page number styles in Word 2010

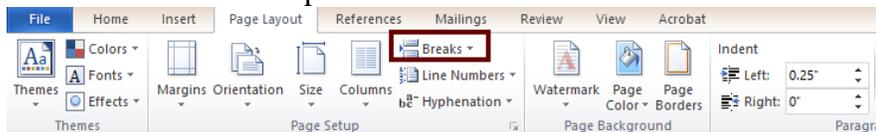
The most important part of using different page number styles is the **section break**. Section breaks identify different 'sections' of the document to Word, allowing you to apply formatting that normally affects the whole document to only a certain area, dictated by you using section breaks. Using section breaks is a great way to have a nicely formatted Word file, but they are not exactly intuitive.

To add a section break:

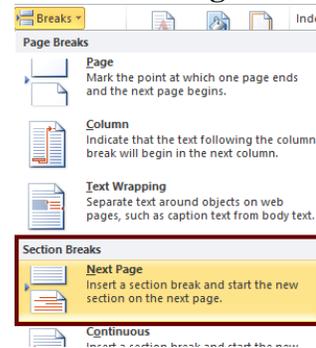
1. Make sure your insert cursor is where you want one section to end and the other to begin.
2. Click the **'Page Layout'** tab.



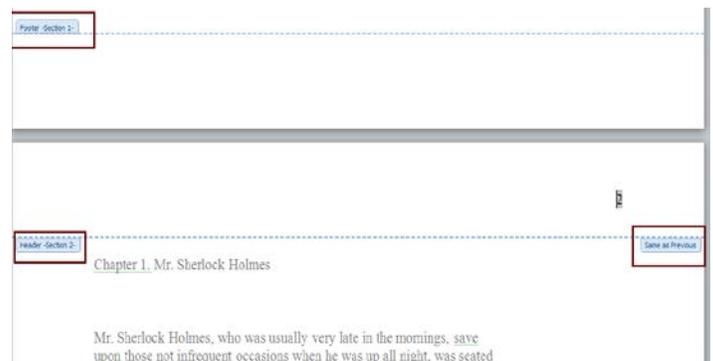
3. Click the **'Breaks'** Drop-Down menu.



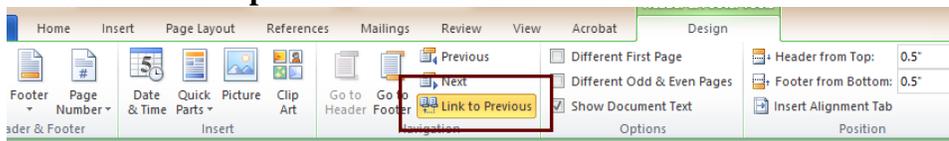
4. Select **'Next Page'** under **'Section Breaks'**.



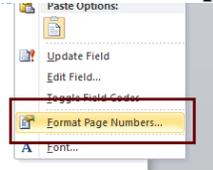
You will now have two sections: Section 1 and Section 2. Now, to edit the page number in different sections, double-click on the header or footer where the page numbers are located. Notice how on the left of the header/footer area there's a tag saying **'Section #'**. This is how you can see what section the current page is a part of. On the right side of the header/footer area, there's a tag that says **'Same as previous'**. That means that the formatting of the page numbers in this section is copied from the previous section. To change this:



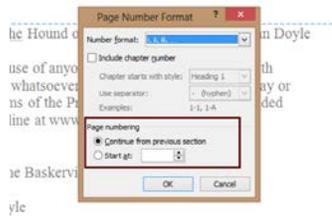
1. Click the **'Link to previous'** button on the toolbar.



2. Right-click on the page number of the **first** page of the section you want to format, and select **'Format page numbers'**.



3. You can select the style of numbering from the top drop-down menu, including numerals, upper or lower case letters, and upper or lower case roman numerals. Select whichever type you need.
4. At the bottom of the **'Format page numbers'** option box that's open, select **'Start at:'** and enter the number you want the page numbers to start counting from (should almost always start at 1).



5. Hit **'OK'**. Word will automatically format all the page numbers for the section you just changed the settings for, and any sections that are set to link to that section.
6. Repeat the 'section break' steps and the formatting steps as needed to add more sections. Always remember to de-select **'Link to previous'**!