

How to create a Word document that uses different page numbering formats

You can use Microsoft Word to create complex documents. Books and other large documents occasionally require different page number formats in different sections of one document. For example, you can number the index pages with Roman numerals (for example, "i.", "ii.", "iii.") and the main document with Arabic numerals (for example, "1", "2", "3"). This article describes how to set up different page numbering formats.

Format Page Numbering

To format the page numbering for different sections, follow these steps:

1. Click between two parts of your document that you want to number differently.
2. On the Insert menu, click Break.
3. Click Next Page, Even Page, or Odd Page, and then click OK.
For Help on an option, click the question mark, and then click the option.
4. Click in the first section.
5. On the View menu, click **Header and Footer**.
6. Click in the header or footer where you want the page number.
7. On the **Header and Footer** toolbar, click Insert Page Number.
8. On the **Header and Footer** toolbar, click Format Page Number.
9. In the **Number format** box, click the format that you want for the numbers in this section.
10. Do one of the following:
 - If you want the page numbering for the first page in this section to start at a particular number other than the first number in the format series, click **Start at** under **Page numbering**, and then enter the first number that you want to appear on the first page of the section.
 - If you want the page numbering to continue from the previous section, click **Continue from previous section**.
11. Click OK.
12. On the **Header and Footer** toolbar, click Show Next.
13. Repeat steps 8 through 11 for the page numbering in this section.
14. On the **Header and Footer** toolbar, click Close.