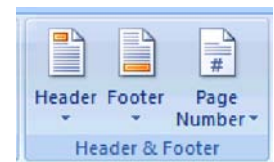


Page Numbering, Headers & Footers, Footnotes, Endnotes and Page Breaks in Word 2007

The following instructions show you how to use **Page Numbering** in your dissertation or assignment using **Word** and also how to add **Headers, Footers, Footnotes, Endnotes and Page Breaks**

To insert a page number at the bottom of every page, first place the cursor on the first page of your document. Click on the **Insert** tab then click on the **Page Number** button in the **Header & Footer** group (picture right). A drop down menu appears showing the various possible Page Number positions and other options (picture below right). Select the **Bottom of Page** option. After selecting the Bottom of Page option a gallery of Page Number designs appears to the left of the drop down window, select a suitable design by clicking on it. For example, if you want the Page Number to appear in the centre at the bottom of every page then select the **Plain Number 2** design. Return to Print Layout View by clicking on **View** then clicking on **Print Layout**.

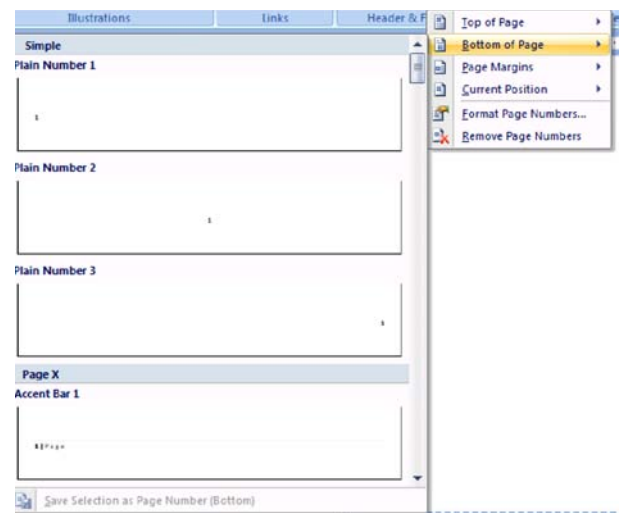


Using the **Format Page Numbers** option you can select a Number Format such as Roman Numerals, the default format is decimal e.g. 1 2 3.

Turning off Page Numbering for the First Page

Sometimes you do not require a page number on the first page. If your document already has page numbers then carry out the following procedure to remove the page number from the first page.

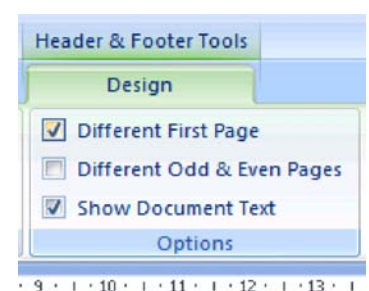
Place the cursor in the Footer area of the first page and double click. At the menus at the top of the screen you will see the **Header & Footer Tools** option with the **Design** tab immediately below it, select the **Different First Page** check box (picture below right). The page number will now be removed from the first page of your document and the second page will still have the page number **2**. Return to Print Layout View by clicking on **View** and then clicking on **Print Layout**.



The Gallery of **Page Number Designs**

Assigning the Page Number 1 to the Second Page of Your Document

Carry out the procedure in the above section to turn off Page Numbering for the first page. Click on **Insert**, in the **Header & Footer** section click on the **Page Number** button, from the drop down menu select **Format Page Numbers**, in the **Start at** box type **0** then click on **OK**. The Page Number **0** is now assigned to the first page and will not be displayed. The second page of the document will be numbered **1**. Return to Print Layout View by clicking on **View** and then clicking on **Print Layout**.



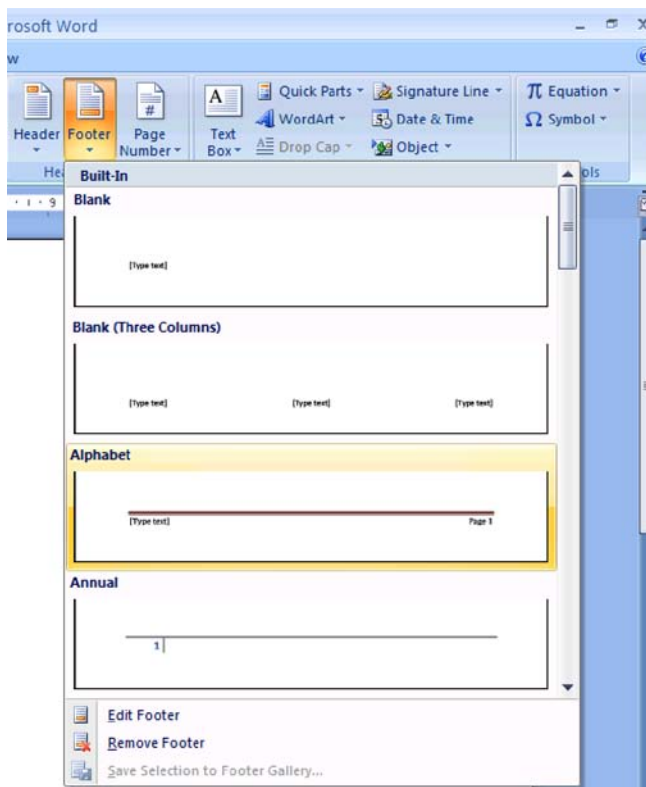
The **Different First Page** check box

Changing the Page Numbering Format for a Section of a Document

Place the cursor on the page above the page where the Numbering Format is to change. Click on the **Page Layout** tab, in the **Page Setup** group select **Breaks**, the Breaks drop down menu appears. Under **Section Breaks** select **Next Page** click on the **Insert** tab, in the **Header & Footer** group select **Footer**, the Footer drop down menu of **Built-In** formats appears (picture right). Select the **Edit Footer** option.

NOTE... Section 2 of the Footer contains the page number.

Go to the **Header & Footer** group and select the **Page Number** button, from the drop down menu select **Format Page Numbers** and select the Number Format you require from the drop down menu. You can choose to continue page numbering in sequence from the previous section by selecting the **Continue from Previous Section** option e.g. if the previous section ends at page 5 then the new section will start at page 6. If you want the new section to start from a particular page number then enter the number in the **Start at** box. Click on the **OK** button. Return to Print Layout View by clicking on **View** and then clicking on **Print Layout**.



The **Built-In Footer Formats**

Removing Page Numbers

To remove all page numbers from a document select the **Insert** tab, from the **Header & Footer** group select **Page Number** from the drop down list select **Remove Page Numbers**.

Headers & Footers

To insert a Footer click the **Insert** tab, in the **Header & Footer** group select the **Footer** button. A drop down menu appears displaying various **Built-In Footer** formats (picture above right). e.g. if the **Alphabet** format is selected you can enter your own text into the Footer below a double line border and the page number will be displayed on the right (picture below). Return to print Layout View by clicking on the **View** tab and then clicking **Print Layout**.



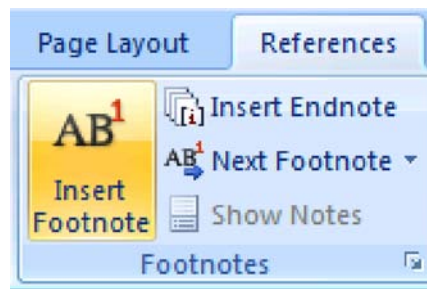
The **Alphabet Footer** text entry area

To insert a Header select the **Header** button at the **Header & Footer** group and select a **Built-In** format from the drop down menu.

Footnotes & Endnotes

Footnotes are placed at the bottom of each page and Endnotes are placed at the end of your document.

Make sure that your document is displayed in Print Layout View by clicking on the **View** tab and clicking on the **Print Layout** button at the extreme left of the Word Ribbon. Place the cursor at the point in your document where you need the first Footnote Reference mark to appear. Click on the **References** tab then in the **Footnotes** group click on **Insert Footnote** (picture right). The Footnote Reference mark (a small figure 1) is placed at the cursor position in your document and the cursor automatically moves to the right of the Footnote Reference mark (a small figure 1) at the bottom of the page ready for you to enter the text for the first Footnote. The next Footnote you create will be given the Reference mark 2. Return to Print Layout View by clicking on **View** and then clicking on **Print Layout**. To place an Endnote Reference mark in your document, select **Insert Endnote** from the **Footnotes** group. The cursor will move to the end of your document ready for you to type the Endnote text.



Page Breaks

As you type Word automatically starts a new page when you reach the bottom of the page you are typing. Sometimes you need to force Word to begin a new page before you have reached the bottom of the page. This is known as a Forced Page Break. To force a page break, place the cursor at the point where you want to begin a new page. Click on the **Insert** tab, in the **Pages** group click on **Page Break**. You can also force a page break by depressing the **Ctrl** key and pressing the **Enter** key.