

Bryan Wildenthal Memorial Library Help Guide

A Short Guide to Numbering Pages Starting after the Second Page in Word 2007

by *Renée Goodvin, Education Coordination Librarian*
rgoodvin@sulross.edu (432)837-8414

1. Clear any numbering already inserted in the header or footer.
2. Place the cursor at the beginning of the page where you want page numbering to start.
3. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
4. Under **Section Breaks**, click **Next Page**.
5. On the **Insert** tab, in the **Header & Footer** group, click **Header** (or **Footer**) and then click **Edit Header** (or **Edit Footer**) to make changes in the header (or footer) area.
6. Under **Header & Footer Tools**, on the **Design** tab in the **Navigation** group, click **Link to Previous** to break the connection between the header (or footer) in the new section and the previous section.
7. Under **Header & Footer Tools**, on the **Design** tab in the **Header & Footer** group, choose **Page Number**, then **Top (or Bottom) of Page** and the style (ex. Plain Number 3).
8. To change the number, under **Header & Footer Tools**, on the **Design** tab in the **Header & Footer** group, click **Page Number, Format Page Numbers**.
9. Click the radio button beside **Start at** and then type the desired number in the **Start at** box. Click OK.

*** This help guide is a modified version of the "Start numbering after the second page" section in the Insert Page Numbers chapter of the Word 2007 help file. ***