

How To: Restart page numbering for each chapter

Step 1: Insert section break where you want to restart page numbering

How?

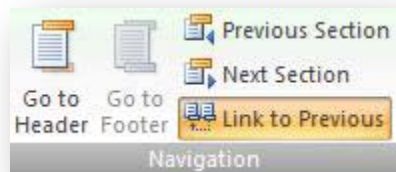
1. Place the cursor at the beginning of a new chapter.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks** and then select **Next Page**.

Note If you have already inserted a page break to cause the chapter to start on a new page, delete the page break and replace it with a section break.

Step 2: Make sure footer is not linked to a previous section of document

How?

1. On the **Insert** tab, in the **Header & Footer** group, click **Footer** and then click **Edit Footer**.
2. On the **Header & Footer Design Tools** tab, in the **Navigation** group, click **Link to Previous**.

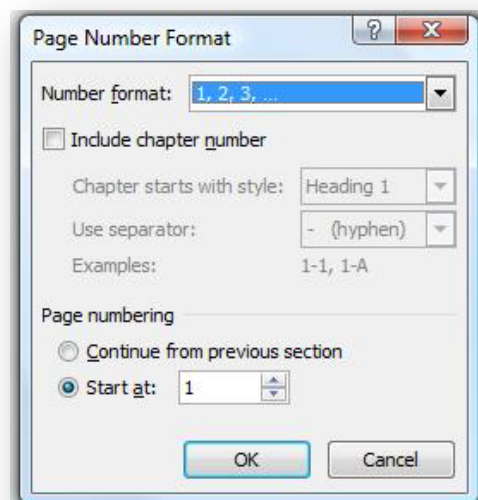


3. Click the **Close Header & Footer** button.


Step 3: Insert page numbers

How?

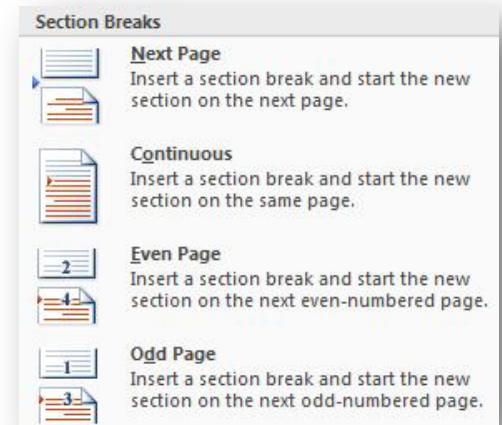
1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**; go down to **Bottom of Page** menu and select the desired page number style/position.
2. To restart the page numbering at page one, click **Page Number** and select **Format Page Numbers**. Under **Page numbering**, select **Start at** and enter number 1.



Understanding Sections, Section Breaks, and Page Breaks

- ✎ A **section** is a portion of a document in which you set certain page formatting options (such as page numbering, headers and footers, etc).
- ✎ You can insert **section breaks** to divide a document into sections, and then apply different formatting options to each section.
- ✎ For example, you can create a single page numbering scheme throughout a document, or create different page numbering schemes within each **section** of a document.
- ✎ To insert a **section break**, from the **Page Layout** tab, click **Breaks** and select one of the options under **Section Breaks**.
- ✎ To see where **section breaks** appear in a document, you must have Show/Hide paragraph marks turned on. From the **Home** tab click the  icon in the **Paragraph** group.

.....Section Break (Next Page).....



- ✎ You can use **section breaks** to divide a large document into logical sections such as title pages, chapters, posters and handouts sections.
- ✎ Microsoft Word automatically numbers each **section** consecutively beginning with "Section 1." To see how many sections a document has, turn on the headers and footers. From the **Insert** tab, in the **Header & Footer** group, click **Header/Footer** and then click **Edit Header/Footer**.

Header -Section 2-

- ✎ Microsoft Word automatically inserts **page breaks** for you after each page, or you can force a manual page break at any location by pressing **CTRL+ENTER**.