

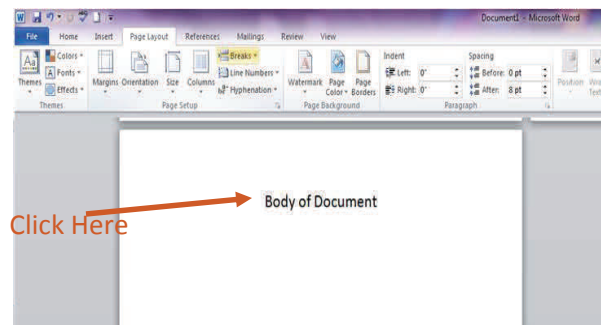
Numbering Pages Starting on Page _____

Office 2010

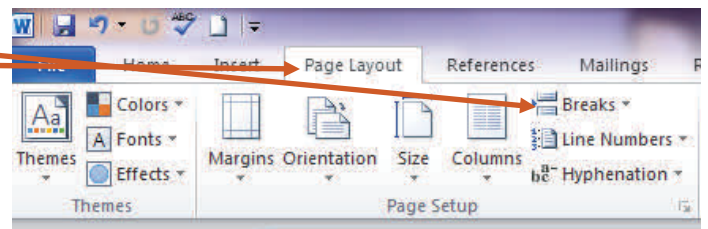
Often we find a project that requires numbering pages. But what do we do if we come across a project where there is a title page, table of contents and we don't want to include page numbers until the body of the document? The following training document will provide some steps on how to start numbering a word document on a page other than page 1.

In order to start numbering a document in a "different section" you will need to break the document into sections and unlink the sections from each other. In order to this:

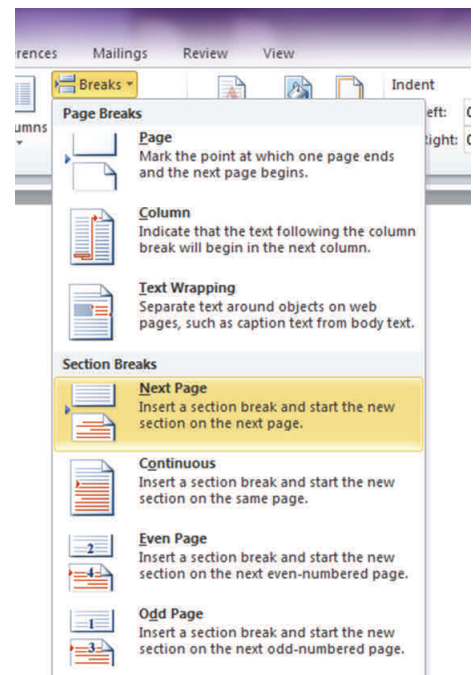
1. Click at the beginning of the page you want to start numbering. For example, if page 3 is the beginning of the document body, you will click at the beginning of the text on page three.



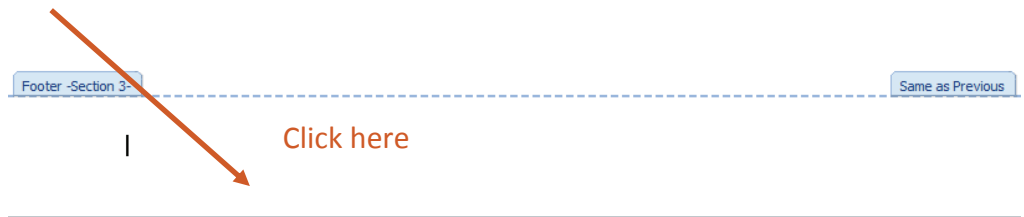
2. Click on *Page Layout*, then *Breaks*



3. This will open a dropdown menu, where you will select *Next Page*

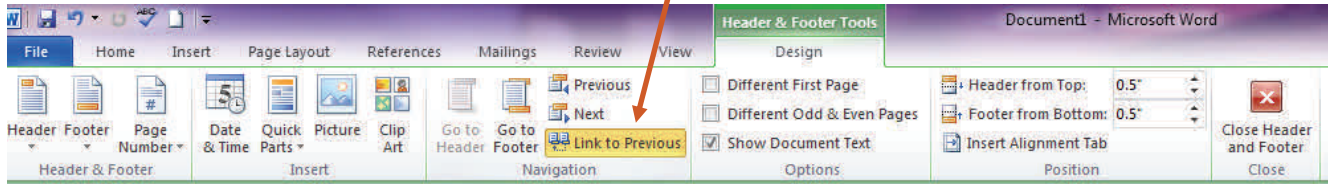


4. Double click the footer area at the bottom of the page where your page numbers begin.

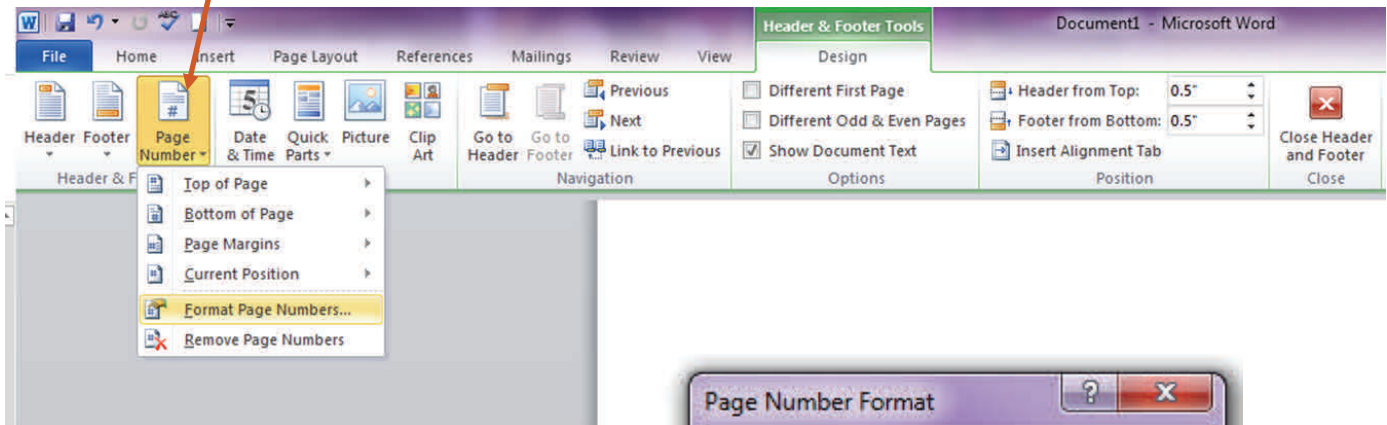


5. This will open the Design Tab in the Ribbon.

5a. Unselect *Link to Previous* by clicking it.

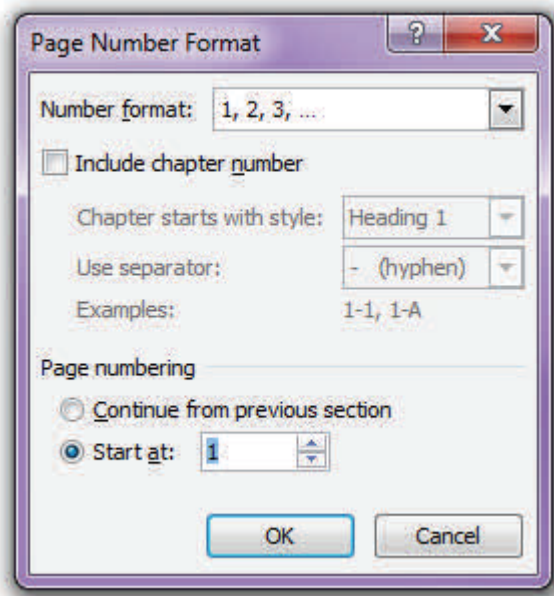


6. Now you are ready to add the page numbers. To do this, select *Page Number* in the ribbon and *format page numbers*.

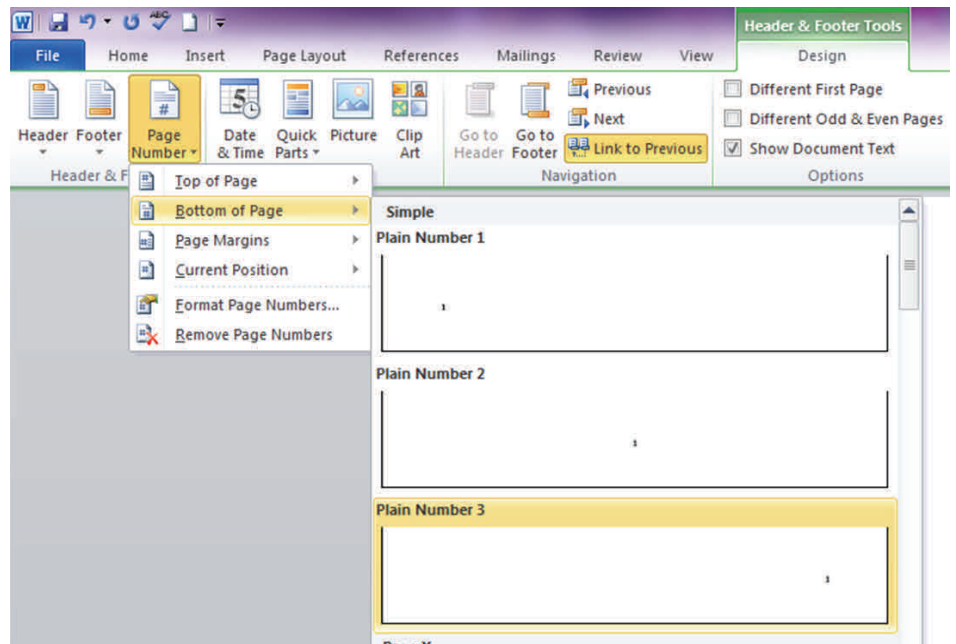


7. Selecting *Format Page Numbers* will open this window. Click *Start at:* and click "OK". It should be set to start with the number "1".

Note: If you want to start the numbering with another number, you will want to make that change before clicking "OK"



8. Now Click on *Page Number* again, hover your mouse over *Bottom of Page* and select where you want the page numbers. (right, center or left).



Congratulations! Your document will begin numbering its pages on a page other than page 1!