<table>
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<th>Word 2010: How to Insert Different Page Numbers in a Document</th>
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**Purpose**
The procedures below provide outlined steps for how to insert a different page number in a Word 2010 document. These procedures involve unlinking sections of the document to allow each section to have a different page-numbering format.

**Policy**
N/A

**Definitions**
N/A
How to Insert Different Page Numbers in a Word 2010 Document

1. Place the cursor on the page of the document where you want to start numbering.
   - Go to the "Page Layout" tab
   - Click "Breaks"
   - Then click "Next Page" under "Section Breaks"
2. Go to the "Insert" tab and...

- Select "Footer" from the "Header and Footer" section
- Click "Edit Footer" from the drop-down menu
- The footer will be visible and the cursor will be active in it
3. With the curse still active in the footer, go to the "Design" tab. Under the design tab:
   - Click the "Link to Previous" button (the button will be highlighted orange, click to un-highlight it)
   - This will break the link from the previous section and allow you to begin numbering here

4. Click "Page Number" in the "Header and Footer" section of the "Design" tab
   - Then click "Format Page Number"
5. The "Format Page Number" dialog box will open

- Select a numbering format under “Number format:"
- Click "Start At" select a number to start with, or type the number in the box
- Click “OK”

If you want to use a different numbering format later in the document, be sure to add another section break and unlink that section.

If you know from the start that you want to use different numbering formats, insert those sections breaks and unlink them first. That way you can be sure to get the right numbers where you want them.