HOW TO: Make sections and use auto page-numbering

Sections
The best way to vary auto page-numbering or any document-level formatting is to make “sections” in your document. The title page would be section 1, the front matter (acknowledgments, table of contents, abstract, list of tables, list of figures etc.) would be section 2, the main text: section 3, any pages with landscape orientation would be their own sections, and then the last page (the “Permission to Copy” form – Masters students only) would be its own section.

Make Sections
In the menu bar, go to Insert → Break → Section break → Next page to create a page break that also serves as a section break.

Check the bottom of the document window to verify that you have a new section.

Header/Footers and Sections
Whether or not your header or footer formatting carries across section breaks depends on whether or not you turn OFF the default Link to Previous setting.

This setting must be selected separately for headers and for footers. You access the setting by making your Header/Footer viewable (View → Header and Footer, or double clicking in the Header/Footer). When the Header/Footer is viewable, a “Header and Footer” toolbar opens up in the document window.

Auto page-numbering
Make sure that the Link to Previous setting in the footer is deselected (turn it off for both the page you’re on and the first page of the next section).

When it is off, you can apply formatting to that one section that will not affect the formatting for the footer in the section before or the section after.

You can have your page orientation (landscape or portrait), page numbering, reference numbering and headers/footers differ by section.

Revised 8-24-06