

Page Numbers

The image illustrates the process of setting page numbers in a document through several steps and dialog boxes:

- Page Numbers Dialog:** Shows options for Position (Bottom of page (Footer)), Alignment (Center), and a checked option for Show number on first page.
- Page Number Format Dialog:** Shows options for Number format (i, ii, iii, ...), Include chapter number, Chapter starts with style (Heading 1), Use separator (hyphen), and Page numbering (Continue from previous section).
- Document Views:** Shows the placement of page numbers in the footer of page two (Even Page Footer -Section 1-) and page three (Odd Page Footer -Section 2-). A red circle highlights the page number tool in the footer of page two.
- Navigation Controls:** Shows 'Confirm off' and 'Click off' buttons for 'Link to Previous'.
- Click in footer:** A screenshot showing the footer area with a blue highlight and the text 'Click in footer' below it.
- Main Document View:** Shows the document's table of contents and the first page of the Prologue, with a page number '1' in the footer.

1. Don't put a page number on the first page.
2. Confirm that your "next page" page break is on the first page. It is a common error that the next page break is on the second page. If it is on the second page, you will create an unneeded extra page. Forgetting to put in any page break will allow the second page to naturally flow to page two. This does not result in an extra page, but it could result in future "loss of control." For example, any future changes to margins or page size will not be controlled by a page break. It will just break automatically.
3. Click into the footer on page two and use the page number tool to add a lower case roman page number. Because this is an even page, it will not affect page one because page one is an odd page footer.
4. Now click into the footer of page three and be sure to click off link to previous and add another lowercase roman page number. Page three is a new section so turning off link to previous will prevent a number from being added to the first page in the previous section.
5. You will need to keep checking each continuing page, both odd and even, and make sure a roman lower case page number is on each page. Once you do this for the first odd and even page of the Prologue it should flow all the way to the start of chapter one as there are not any more section breaks until the end of the Prologue.
6. When you get to the first page of chapter one, you will need to format the pages as Arabic (1, 2, 3, ...) and start the page as 1.
7. Since the page numbers are controlled by different "odd and even" settings, you should confirm that the next even page is also formatted as Arabic.
8. You may need to check chapter 2 to see if the page numbers are continuing as expected if you are revising your page numbers.