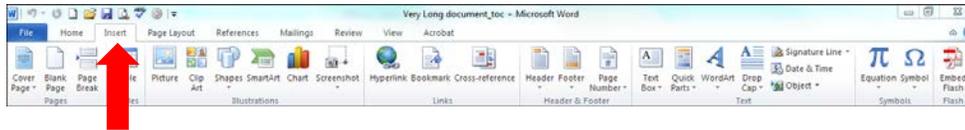


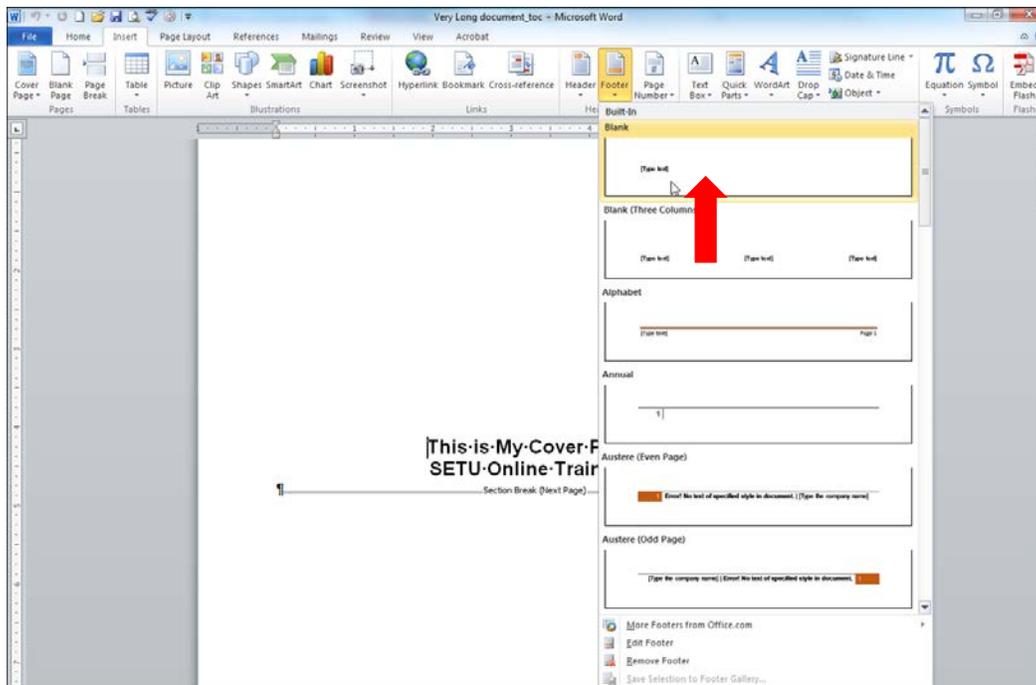
Page Numbering

When you have a long document, you may need to put in different styles of page numbers. For example, a cover page won't have any page number. The Table of Contents may need Roman numerals, and the long document may need plain numbers.

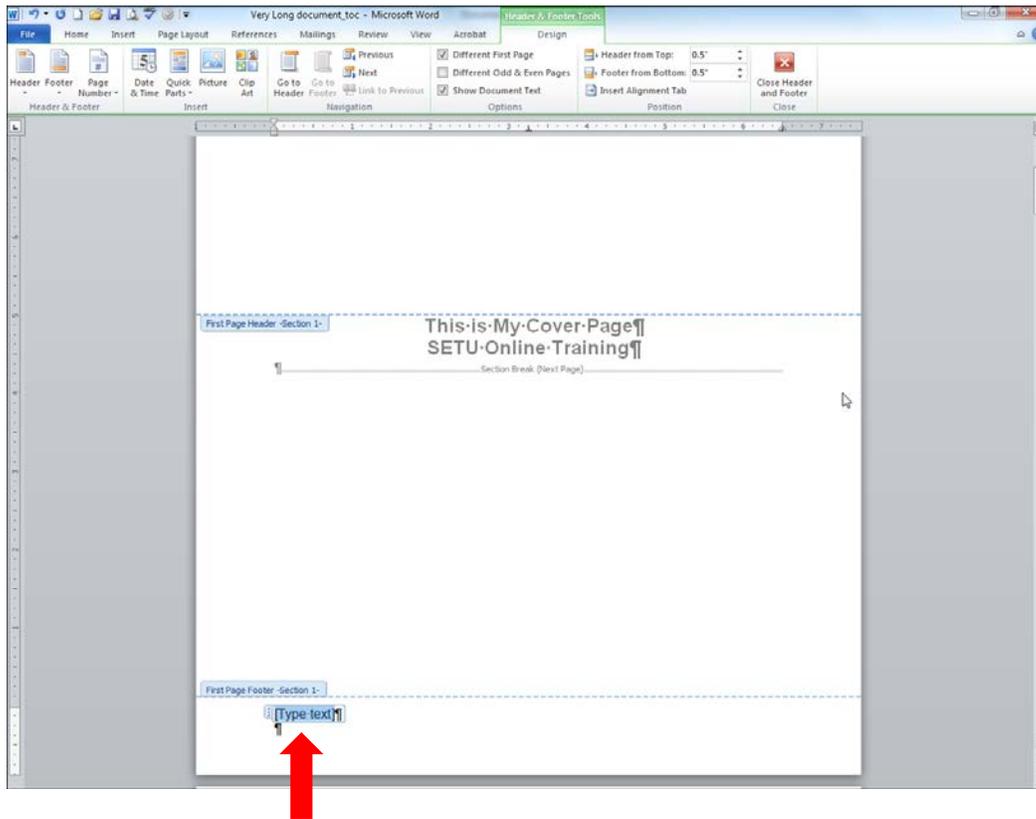
1. Go to the first page of your document, we're starting with the cover page. Click the **Insert** tab.



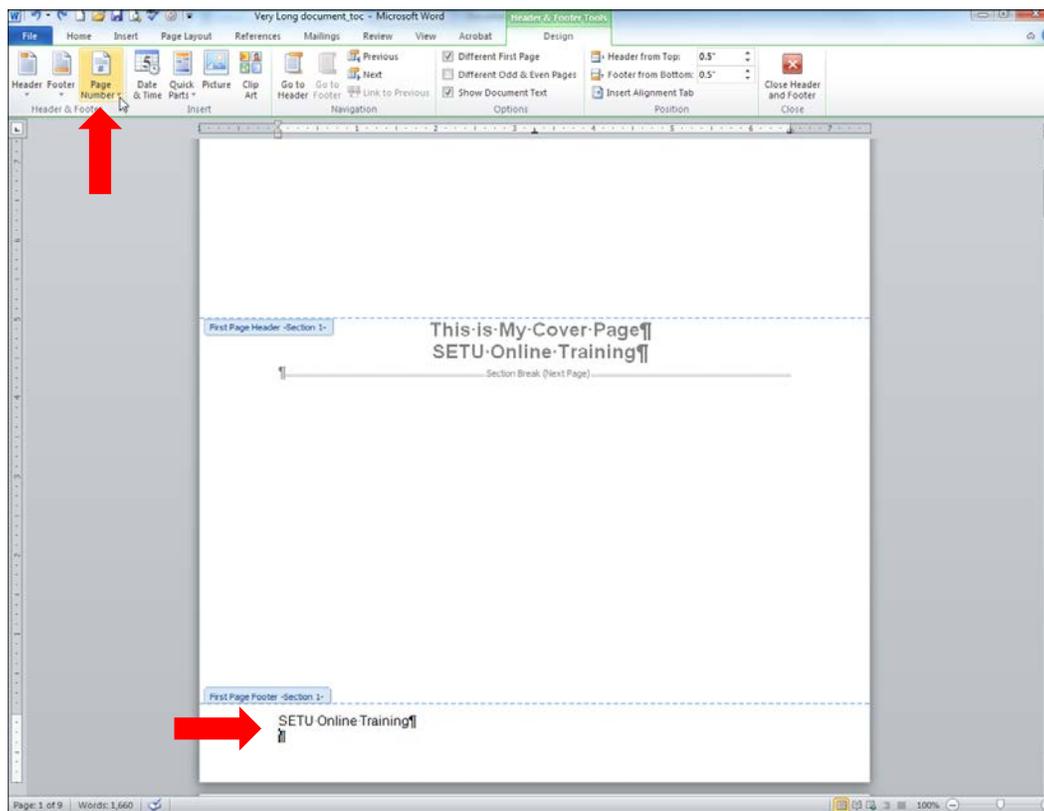
2. Click **Footer** and make a selection.



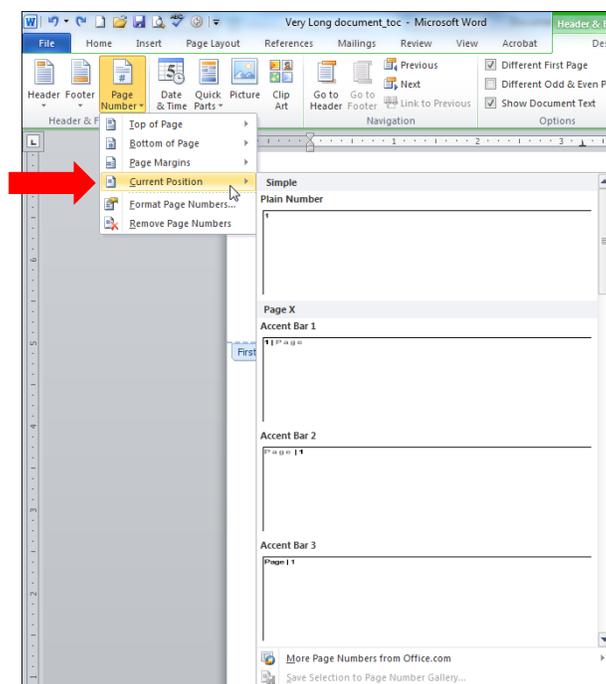
3. Enter text in the Footer.



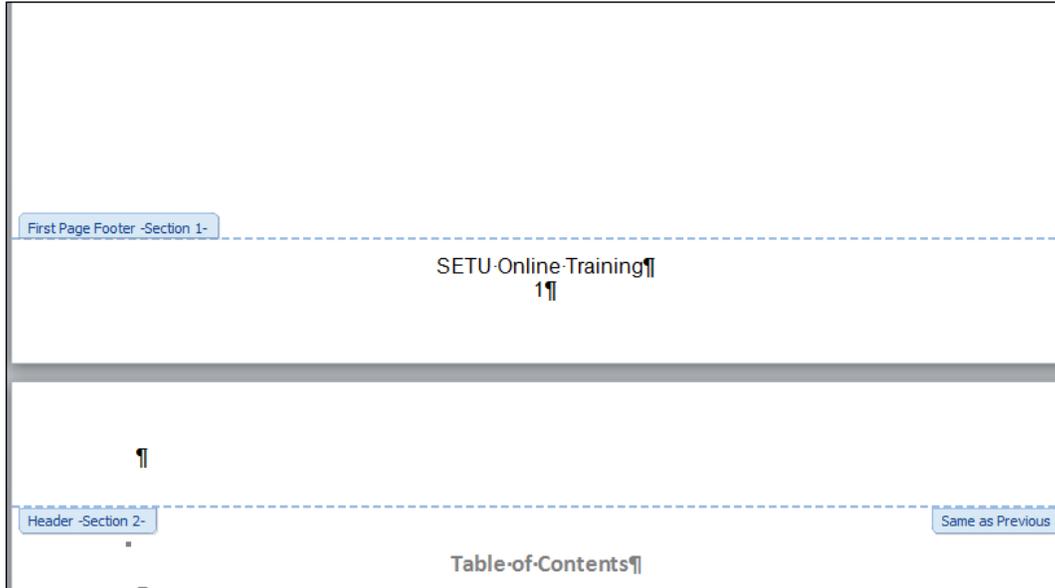
4. To insert a page number, place the cursor in the paragraph below the text and click **Page Number**.



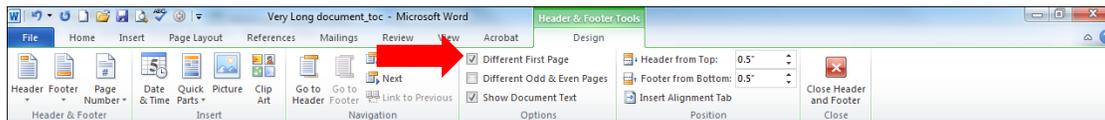
5. Select **Current Position**.



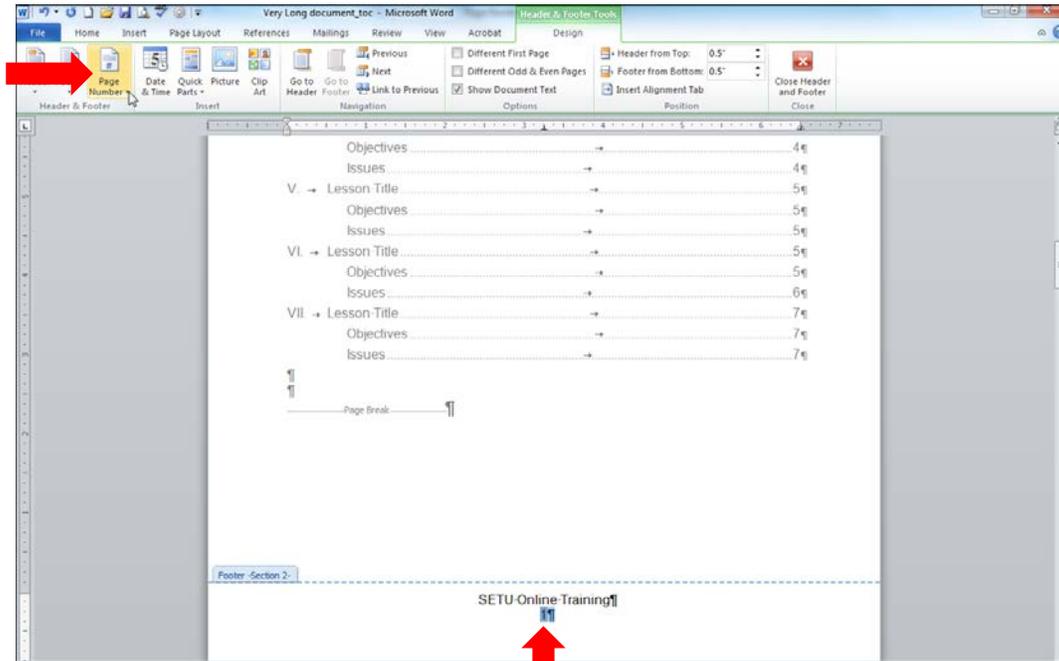
6. Center the Footer.



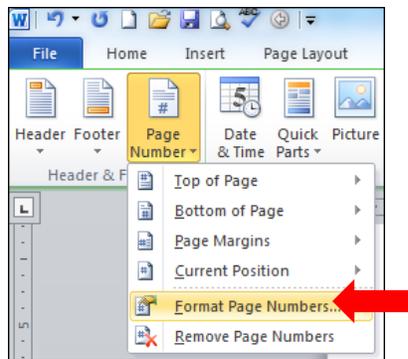
7. Put a check at **Different First Page**. That will take the numbering off on the Cover Page.



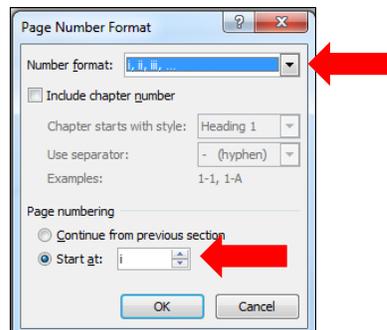
8. To put Roman numerals on the Table of Contents, go to that page and select the page number. **Click Page Number.**



9. Select **Format Page Number.**



10. Select Roman numerals in the **Number Format** drop-down and make sure it starts at i. You do not want it to Continue from previous section.



11. Go to the page following the Table of Contents and select the number. Click **Page Number**, and then click **Format Page Number**. Choose 1, 2, 3,... as the **Number Format**. Start at 1.

