

Microsoft Office Word 2007



**For Students of Master Academic Studies - Master in European Integration
Faculty of Law University of Belgrade**

Belgrade, 2014

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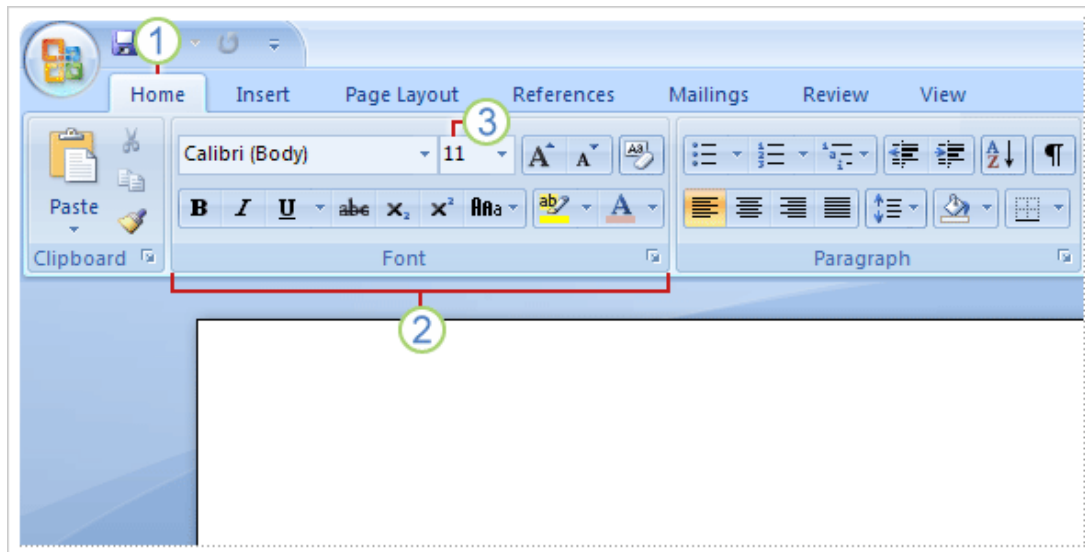
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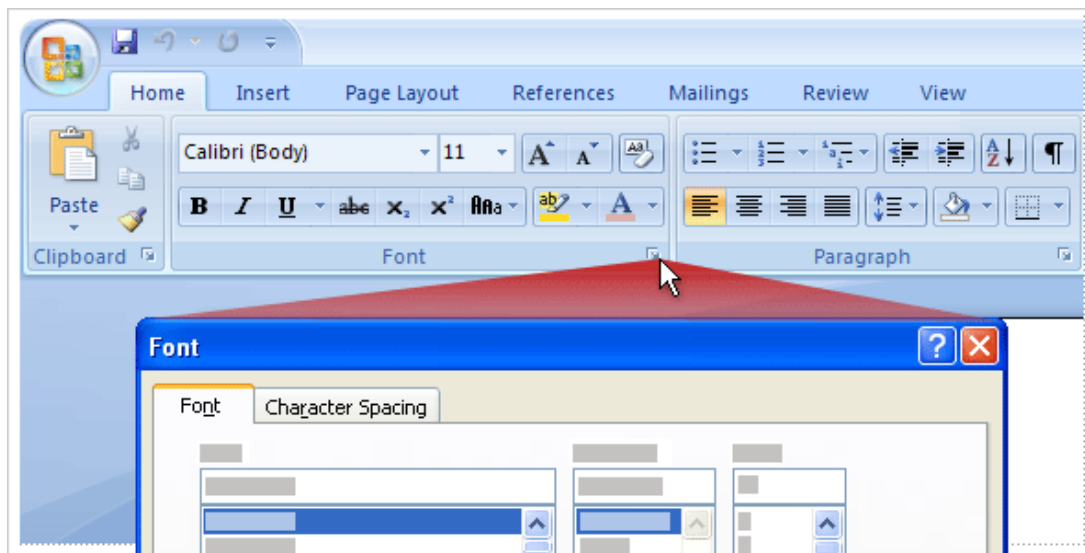
Ribbons




The three parts of the Ribbon are tabs, groups, and commands:

1. **Tabs.** There are seven basic ones across the top. Each represents an activity area.
2. **Groups.** Each tab has several groups that show related items together.
3. **Commands.** A command is a button, a box to enter information, or a menu.

Everything on a tab has been carefully selected according to user activities. For example, the **Home** tab contains all the things you use most often, such as the commands in the **Font** group for changing text font: **Font**, **Font Size**, **Bold**, **Italic**, and so on.



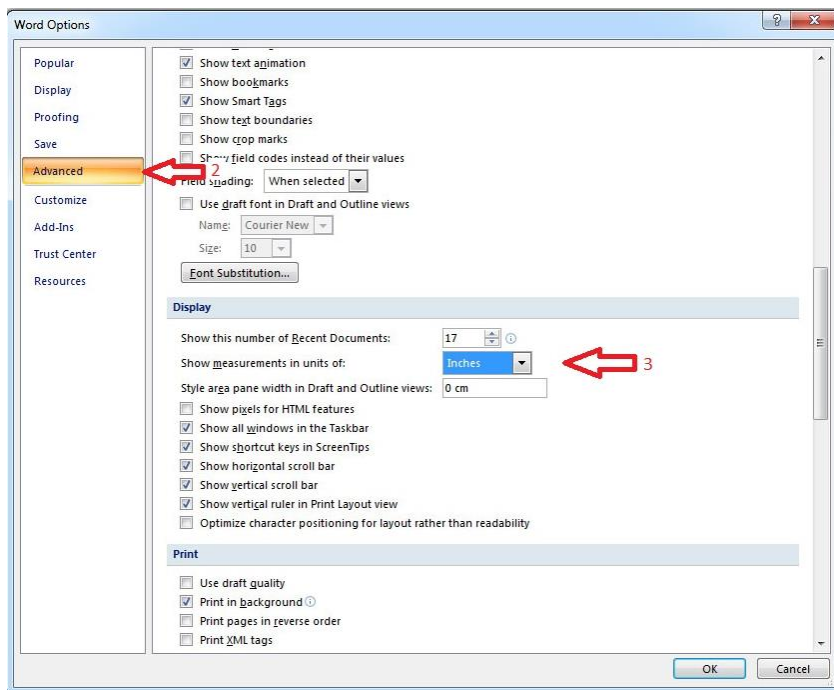
Some groups have a small diagonal arrow in the lower-right corner .

The arrow is called a **Dialog Box Launcher**. If you click it, you'll see more options related to that group. Those options will often appear in the form of a dialog box that you may recognize from a previous version of Word. Or they may appear in a familiar-looking task pane.

Change the Measurement Units

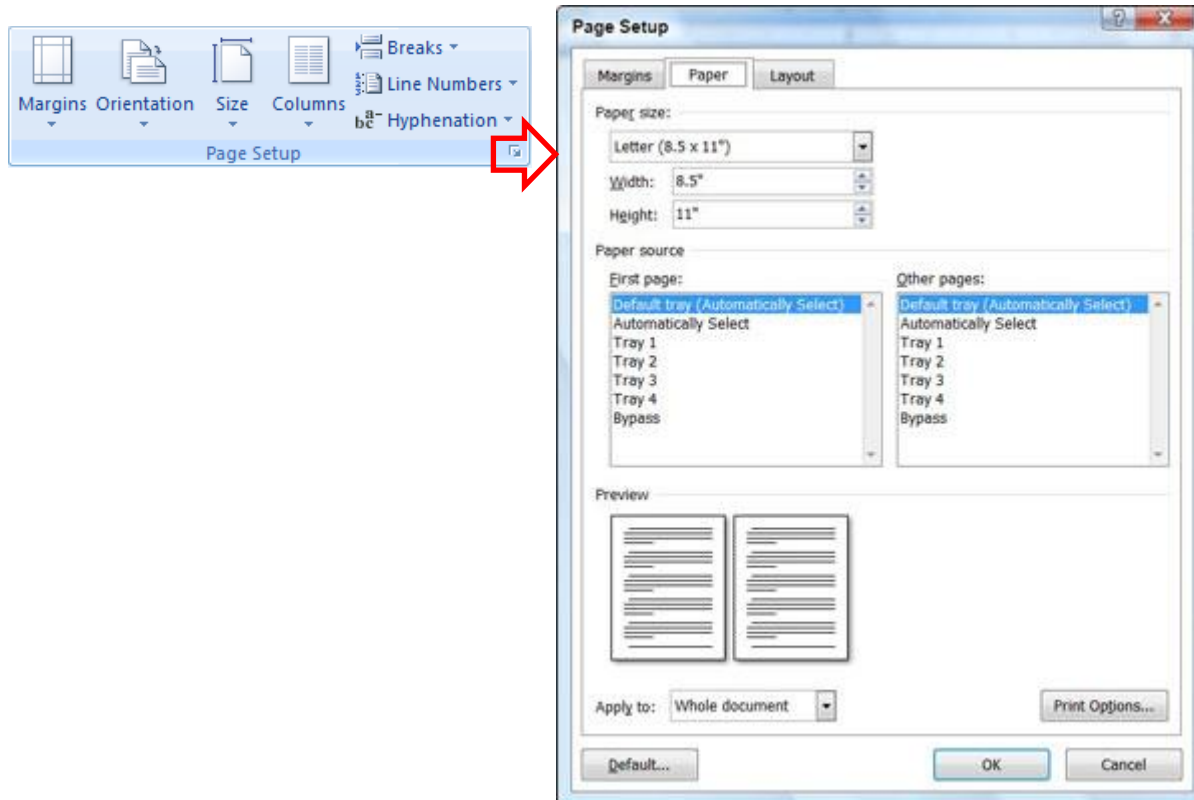
Sometimes other applications can change the measurement units in Word from their default setting. You can change these back to their default (or change them to another setting) by doing the following:

1. Click the **Office Button**.
2. Click the **Word Options** button.
3. Select **Advanced** in the left pane.
4. Scroll down to the **Display** section.
5. Use the **Show measurements in units of** dropdown to select from Inches, Centimeters, Millimeters, Points, or Picas.
6. Click OK.



Format the (default) Paper Size

To format or change paper size of a Word document, go to the Paper tab of the **Page Setup** Dialog box, which is on the **Page Layout** tab (click the lower-right arrow in the Page Setup group). The Paper tab lets you set your page size, use paper source controls, or apply these settings to specific parts of your documents.



The Paper tab includes the following options for setting your paper size:

- **Paper Size:** Sets the paper size. The drop-down list allows you to pick from a variety of paper sizes, including Letter, Legal, and various other envelope sizes.
- **Width:** Sets the width of the paper. This [field](#) is automatically set when you choose a Paper Size. If you change the value of this field, the Paper Size field changes to Custom Size.
- **Height:** Sets the height of the paper. This field is also set automatically according to the Paper Size you select, and changing the height automatically changes Paper Size to Custom Size.

Applying your formatting changes

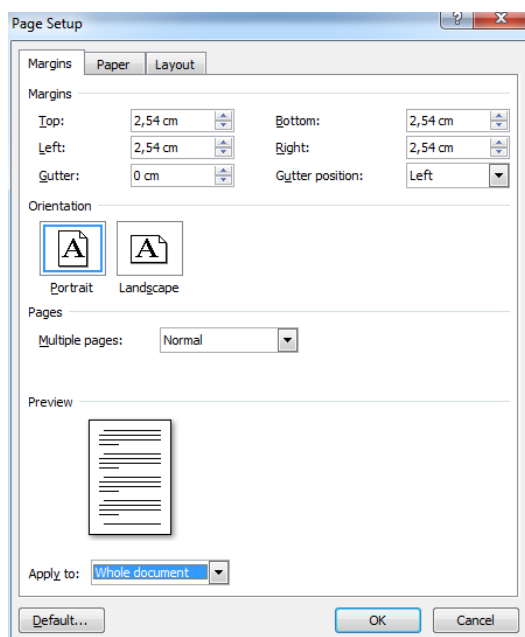
You can use the Apply to control to decide which parts of your document — Whole Document, This Point Forward, and This Section — are formatted with the new settings.

Setting a default page settings ensures that every new document you open will use the settings that you selected and set as the default. The default settings applies to new documents that are based on the active template (A file or files that contain the structure and tools for shaping such elements as the style and page layout of finished files. For example, Word templates can shape a single document, and FrontPage templates can shape an entire Web site), usually Normal.dotx.

Change or set page margins

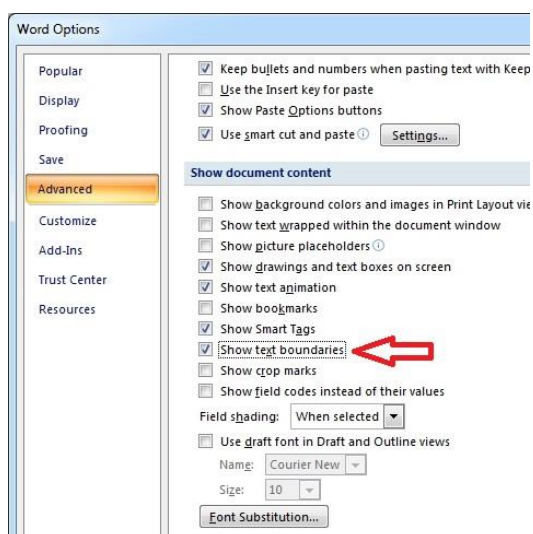
Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area between the margins. However, you can position some items in the margins — for example, headers, footers, and page numbers.


- On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
- Click the margin type that you want. For the most common margin width, click **Normal**.
- When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.



- You can also specify your own margin settings. Click **Margins**, click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins.
- To change the default margins, click **Margins** after you select a new margin, and then click **Custom Margins**. In the **Page Setup** dialog box, click the **Default** button, and then click **Yes**. The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.

View page margins



1. Click the Microsoft Office Button , and then click Word Options.
2. Click Advanced, and then click the Show text boundaries check box under Show document content.

The page margins appear in your document as dotted lines.

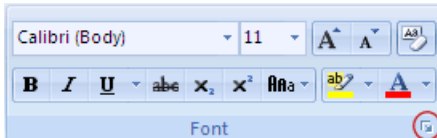
Set the default font

Setting a default font ensures that every new document you open will use the font settings that you selected and set as the default. The default font applies to new documents that are based on the active template

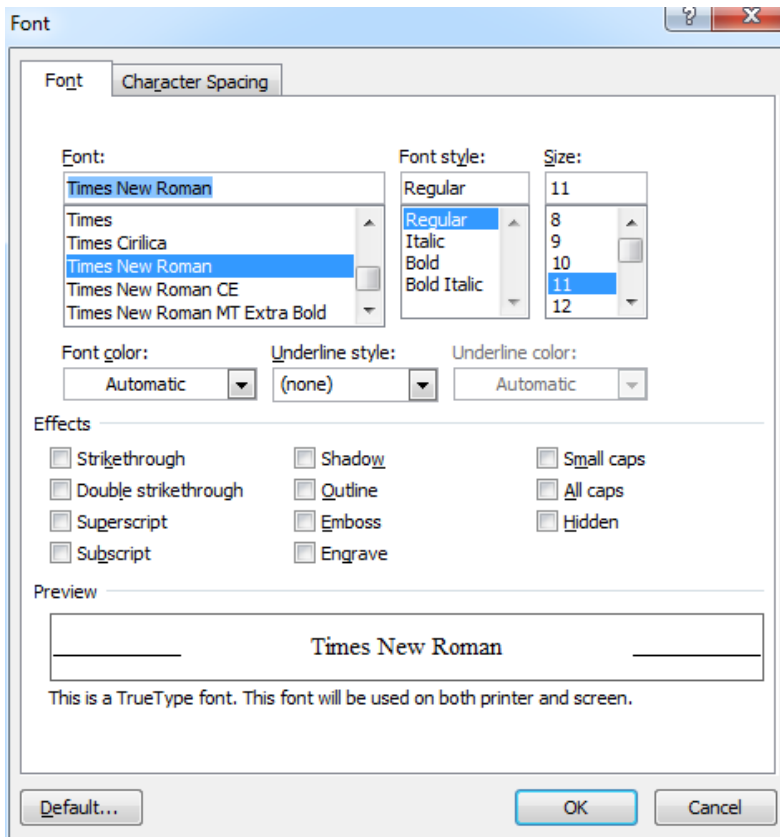
1. If your document already contains text that is formatted with the properties that you want to use, select that text.

If you are starting from a blank document, go to step 2.

2. On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Font** tab.



3. Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.
4. Click **Default**, and then click **Yes**.





Paragraph


Change the horizontal alignment of text on a page

Horizontal alignment determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, which is aligned evenly along the left and right margins. For example, in a paragraph that is left-aligned (the most common alignment), the left edge of the paragraph is flush with the left margin.

⇒ **Align the text left or right**


1. Select the text that you want to align.
2. On the **Home** tab, in the **Paragraph** group, click **Align Left**  or **Align Right** .

⇒ **Center the text**

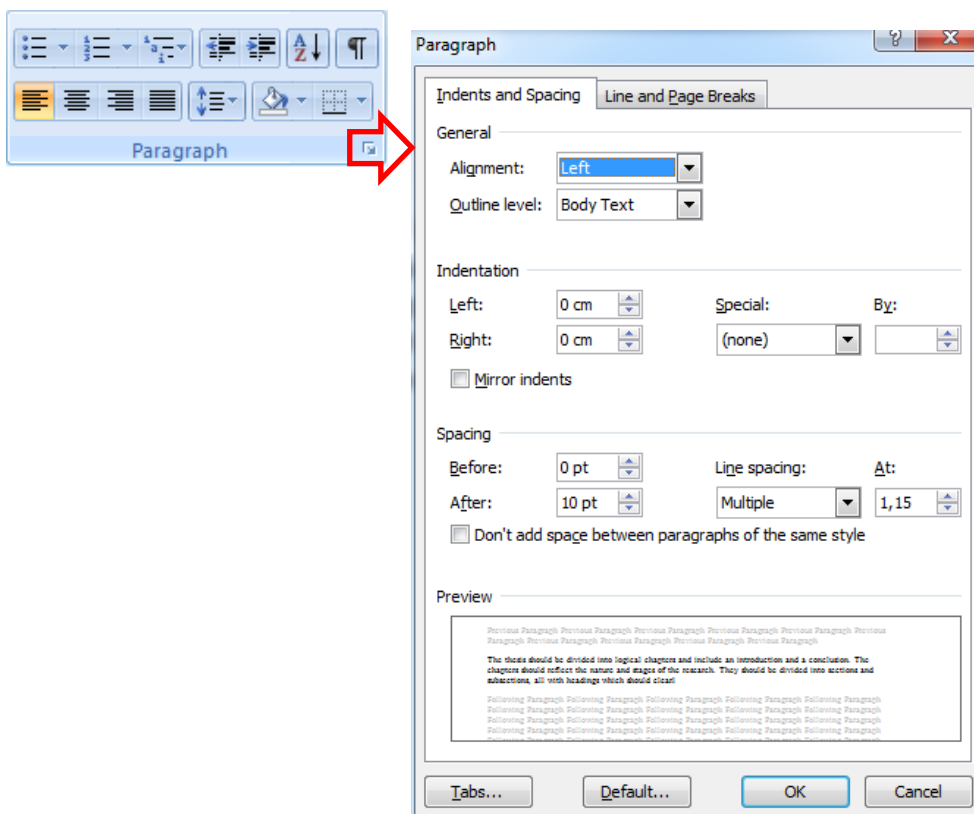
1. Select the text that you want to center.
2. On the **Home** tab, in the **Paragraph** group, click **Center** .

⇒ **Justify the text**

You can justify the text, which might make the last line of text in a paragraph considerably shorter than the other lines.

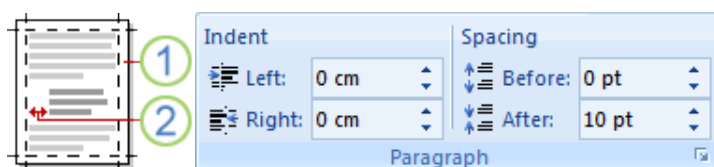
1. Select the text you want to justify.
2. On the **Home** tab, in the **Paragraph** group, click **Justify** .

⇒ **Paragraph Dialog Box Launcher**



Indent paragraphs

Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs. You can also create a negative indent (also known as an outdent), which pulls the paragraph out toward the left margin. You can also create a hanging indent, in which the first line of the paragraph is not indented, but subsequent lines are.



1 Page margins

In Page Layout tab, Paragraph group, Paragraph Indentation

2 Indentation

⇒ *Indent only the first line of a paragraph*

1. Click in front of the line that you want to indent.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab.
3. In the **Special** list under **Indentation**, click **First line**, and then in the **By** box, set the amount of space that you want the first line to be indented.

⇒ *Increase or decrease the left indent of an entire paragraph*

1. Select the paragraph that you want to change.
2. On the **Page Layout** tab, in the **Paragraph** group, click the arrows next to **Indent Left** to increase or decrease the left indentation of the paragraph. (Figure above)

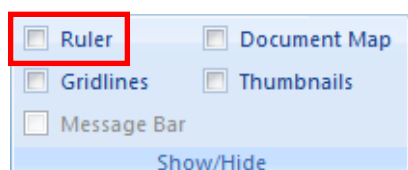
⇒ *Increase or decrease the right indent of an entire paragraph*

1. Select the paragraph that you want to change.
2. On the **Page Layout** tab, in the **Paragraph** group, click the arrows next to **Indent Right** to increase or decrease the right indentation of the paragraph.

⇒ *Indent all but the first line of a paragraph*



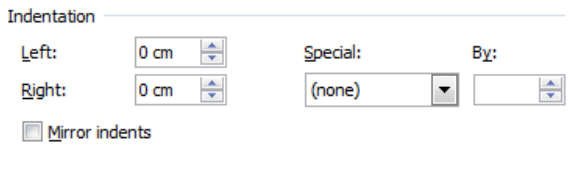
1. Select the paragraph in which you want to indent all but the first line of the paragraph, also referred to as a hanging indent.
2. On the horizontal ruler, drag the **Hanging Indent** marker to the position at which you want the indent to start.



If you don't see the horizontal ruler that runs along the top of the document, click the **Ruler** button at the top of the vertical scroll bar.

⇒ Use precise measurements to set a hanging indent

For more precision in setting a hanging indent, you can select options on the **Indents and Spacing** tab.



1. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab.
2. In the **Special** list under **Indentation**, click **Hanging**, and then in the **By** box, set the amount of space that you want for the hanging indent.

⇒ Create a negative indent



1. Select the text or paragraph that you want to extend into the left margin.
2. On the **Page Layout** tab, in the **Paragraph** group, click the down arrow in the **Indent Left** box.

Continue to click the down arrow until the selected text is positioned where you want it in the left margin.

Adjust the spaces between lines or paragraphs

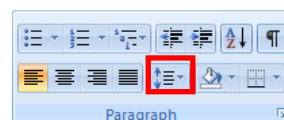
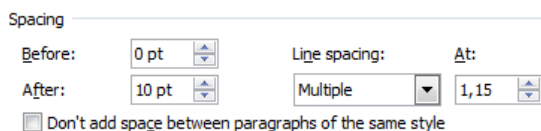
Line spacing determines the amount of vertical space between the lines of text in a paragraph.

Paragraph spacing determines the amount of space above or below a paragraph.

By default, lines are single-spaced, with slightly more space following each paragraph.

⇒ Change the line spacing

If a line contains a large text character, graphic, or formula, Microsoft Office Word increases the spacing for that line. To space all lines evenly within a paragraph, use exact spacing and specify an amount of space that is large enough to fit the largest character or graphic in the line. If items appear cut off, increase the amount of spacing.



Spacing section of the Paragraph Dialog Box

Line spacing button in Paragraph group of Home Tab

1. Select the paragraph for which you want to change the line spacing.
2. On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.
3. Do one of the following:
 - To apply a new setting, click the number of line spaces that you want. For example, if you click **2.0**, the selected text is double spaced.
 - To set more precise spacing measurements, click **Line Spacing Options**, and then select the options that you want under **Spacing**.

⇒ Line spacing options

Single This option accommodates the largest in that line, plus a small amount of extra space. The amount of extra space varies depending on the font that is used.

1.5 lines This option is one-and-one-half times that of single line spacing.

Double This option is twice that of single line spacing.

At least This option sets the minimum line spacing that is needed to fit the largest font or graphic on the line.

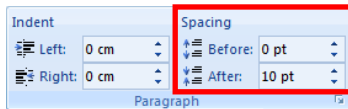
Exactly This option sets fixed line spacing that Microsoft Office Word does not adjust.

Multiple This option sets line spacing that is increased or decreased from single spacing by a percentage that you specify. For example, setting line spacing to 1.2 will increase the space by 20 percent.

⇒ **Change the spacing before or after paragraphs**

By default, spacing is increased slightly following paragraphs.

1. Select the paragraphs before or after which you want to change the spacing.
2. On the **Page Layout** tab, in the **Paragraph** group, click an arrow next to **Spacing Before** or **Spacing After** and enter the amount of space that you want.



3. Same adjustments you can do using Paragraph Dialog Box

Bullets and Numbering

Create a bulleted or numbered list

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type.

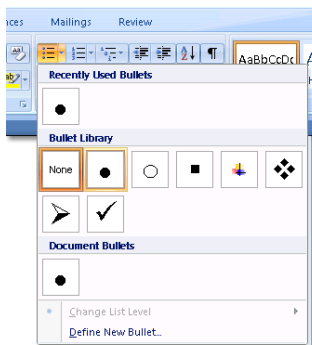
By default, if you start a paragraph with an asterisk or a number **1.**, Word recognizes that you are trying to start a bulleted or numbered list. If you don't want your text turned into a list, you can click the **AutoCorrect**

Options button  that appears.

Lists: One level or many levels

Make a list with just one level, or make a multilevel list to show lists within a list.

When you create a bulleted or numbered list, you can do any of the following:



- **Use the convenient Bullet and Numbering libraries** Use the default bullet and numbering formats for lists, customize the lists, or select other formats from the Bullet and Numbering libraries.
- **Format bullets or numbers** Format bullets or numbers differently from the text in a list. For example, click a number and change the number color for the entire list, without making changes to the text in the list.
- **Use pictures or symbols** Create a picture bulleted list to add visual interest to a document or a Web page.


⇒ **Create a one-level bulleted or numbered list**

Word can automatically create bulleted and numbered lists as you type, or you can quickly add bullets or numbers to existing lines of text.

Type a bulleted or numbered list

1. Type * (asterisk) to start a bulleted list or **1.** to start a numbered list, and then press SPACEBAR or the TAB key.
2. Type any text that you want.
3. Press ENTER to add the next list item.
Word automatically inserts the next bullet or number.
4. To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list.

⇒ **If bullets and numbering do not begin automatically**

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Proofing**.
3. Click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
4. Under **Apply as you type**, select **the Automatic bulleted lists** check box and the **Automatic numbered lists** check box.

⇒ **Add bullets or numbering to a list**

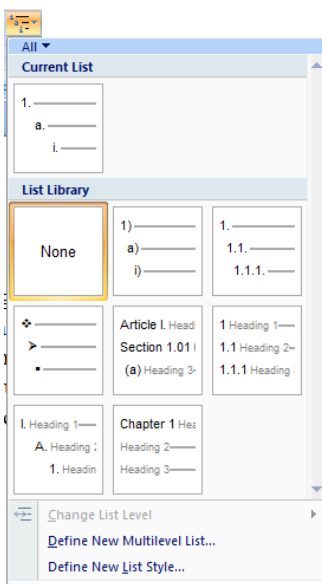
1. Select the items that you want to add bullets or numbering to.
2. On the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.
 - You can find different bullet styles and numbering formats by clicking the arrow next to **Bullets** or **Numbering** on the **Home** tab, in the **Paragraph** group.
 - You can move an entire list to the left or the right. Click a bullet or number in the list, and drag it to a new location. The entire list moves as you drag. The numbering levels do not change.

⇒ **Turn a one-level list into a multilevel list**

You can turn an existing list into a multilevel list by changing the hierarchical level of items in the list.

1. Click any item that you want to move to a different level.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Bullets** or **Numbering**, click **Change List Level**, and then click the level that you want.

⇒ **Choose a multilevel list style from the gallery**



You can apply a gallery style to any multilevel list.

1. Click an item in the list.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List**.

Click the multilevel list style that you want.

Styles

<https://support.office.com/en-us/article/Style-basics-in-Word-d382f84d-5c38-4444-98a5-9cbb6ede1ba4>

Create a table of contents

You create a table of contents by choosing the heading styles — for example, Heading 1, Heading 2, and Heading 3 — that you want to include in the table of contents. Microsoft Office Word searches for headings that match the style that you chose, formats and indents the entry text according to the heading style, and then inserts the table of contents into the document.

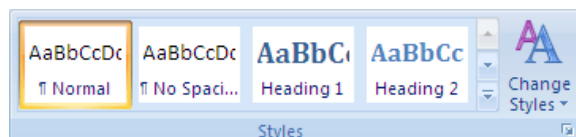
Microsoft Office Word 2007 provides a gallery with multiple table of contents styles to choose from. Mark the table of contents entries, and then click the table of contents style that you want from the gallery of options. Office Word 2007 automatically creates the table of contents from the headings that you marked.

Mark entries for a table of contents

The easiest way to create a table of contents is to use the built-in **heading styles** (heading style: Formatting applied to a heading. Microsoft Word has nine different built-in styles: Heading 1 through Heading 9.). You can also create a table of contents that is based on the custom styles that you have applied. Or you can assign the table of contents levels to individual text entries.

⇒ Mark entries by using built-in heading styles

1. Select the heading to which you want to apply a heading style.
2. On the **Home** tab, in the **Styles** group, click the style that you want.



For example, if you selected text that you want to style as a main heading, click the style called **Heading 1** in the **Quick Style gallery**.

- If you don't see the style that you want, click the arrow  to expand the **Quick Style gallery**.

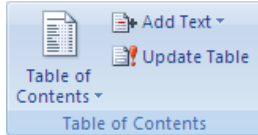


- If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, click the style that you want.

⇒ **Create a table of contents**

After you mark the entries for your table of contents, you are ready to build it.

1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.



NOTE For more options, click **Insert Table of Contents** to open the **Table of Contents** dialog box.

⇒ **Create a table of contents from custom styles that you applied**

Use this procedure if you already applied custom styles to your headings. You can choose the style settings that you want Word to use when it builds the table of contents.

1. Click where you want to insert the table of contents.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.
3. Click **Options**.
4. Under **Available styles**, find the style that you applied to the headings in your document.
5. Under **TOC level**, next to the style name, type a number from 1 to 9 to indicate the level that you want the heading style to represent.

NOTE If you want to use only custom styles, delete the TOC level numbers for the built-in styles, such as Heading 1.

6. Repeat step 4 and step 5 for each heading style that you want to include in the table of contents.
7. Click **OK**.
8. Choose a table of contents to fit the document type:

⇒ **Update the table of contents**

If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.

1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.
2. Click **Update page numbers only** or **Update entire table**.

⇒ **Delete a table of contents**

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**.
2. Click **Remove Table of Contents**.

Create new, modify existing styles

⇒ Create a new Quick Style

Quick Styles are sets of styles created to work together. Although a Quick Style set likely contains all of the styles that you need to build a document, you may want to add a brand new style, such as a quotation style, figure caption style etc.

1. Select the text that you want to create as a new style (e.g. for large quotation).
2. Using standard tools for paragraph formatting indent text 1.27cm from left and right, and set 18pt for spacing before and after.
3. Right-click the selection, point to **Styles**, and then click **Save Selection as a New Quick Style**.
4. Give the style a name — for example, **Quotation** — and then click **OK**.

The **Quotation** style that you created appears in the Quick Styles gallery with the name you gave it, ready for you to use whenever you want text to be bold and red.

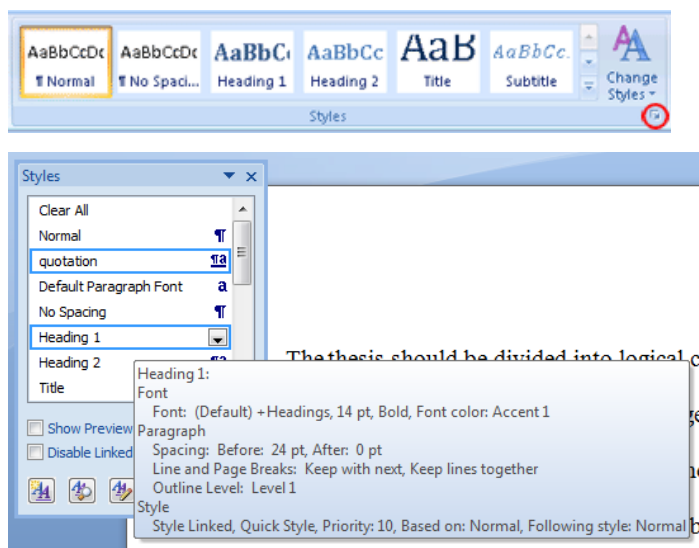
⇒ Modify existing styles

Although a Quick Style set likely contains all of the styles that you need to build a document, you might want to change the attributes of a style in a Quick Style set.

1. Select text that is styled with the style attributes that you want to change.

For example, to change the attributes of the Heading 1 style, select text that has the **Heading 1** style applied.

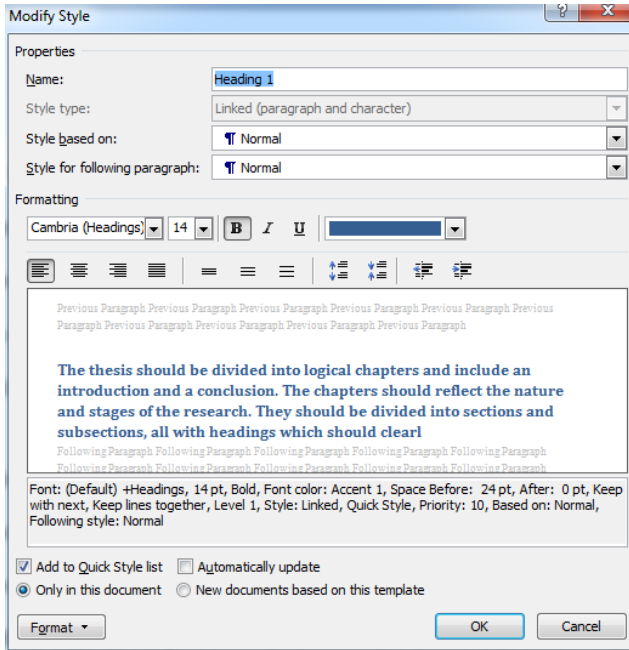
TIP To view the attributes of a particular style, click the **Styles** Dialog Box Launcher, and then rest your pointer over a style in the list.



2. Format the selected text with the new attributes that you want.

For example, you might decide that you want to change the point size for the Heading 1 style from 16 points to 14 points.

3. On the **Home** tab, in the **Styles** group, right-click the style that you want to change.
4. Click
 - **Update to Match Selection** if you already made all modifications to style as suggested in step 2.
 - **Modify** to enter **Modify Style** dialog box with extensive set of tools for adjusting about everything.



- **Formatting** section offers you some of common formatting commands
- **Format button** (bottom-left corner) expands to give you all other advanced formatting possibilities (Font, Paragraph, Tabs, Borders, Language, Frame...)
- **Automatically update** check box, if selected, changes on selected style, using any standard formatting methods, propagate to all other occurrences of the same style

TIP It is good practice, before you start entering larger amounts of text, to set the default parameters for all needed styles.

Page numbers (Document Sections, Header and Footer)

Rules for page numbering in MA Thesis Writing Guidelines:

1. Arabic numerals (1, 2, 3), bottom right, starting from the first page of the body of the text
2. lowercase Roman numerals (i, ii, iii) pages prior to the main body of the text.
3. There should not be a reference to page number visible on the cover page.

TIP Add Page Numbering to your document after you are finished making all edits. After the page numbering has been added, then add the Table of Contents and/or update the Table of Contents.

Structure

A typical document consist of three main parts:

1. Preliminaries
2. Text (chapters)
3. Supplementaries

The **preliminary** pages with the exception of the Title page use lowercase Roman numerals, which are centered and at least 1.27cm from the bottom of the page (in the footer).

The text and supplementary pages uses Arabic numerals for page numbering and start with the page number 1. Page numbers are centered and at least 1.27cm from the bottom of the page (in the footer).

The **Cover Page** should not include any page numbering.

The **Abstract Page** is the first page in your document that should include a page number and it starts with lowercase Roman numeral ii

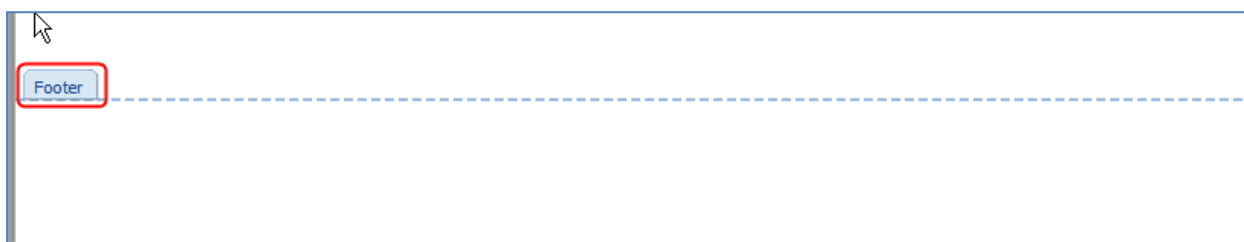
All other required and/or optional preliminary pages will use the lowercase Roman numeral and continue numbering from the previous page(s).

The text of a thesis/dissertation features an introduction and several chapters, sections, and subsections. Text pages will use the Arabic numbering and start with Page 1.

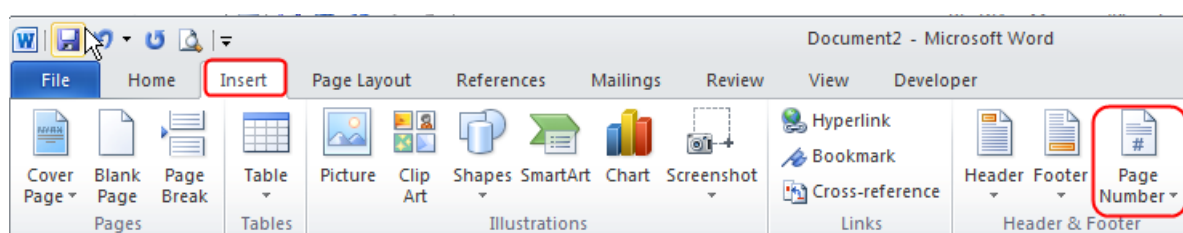
How to Add Page Numbering

⇒ Step 1: First page don't have page number

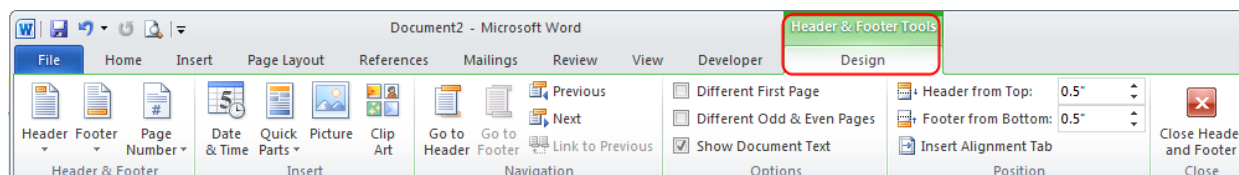
Double click with the mouse in the footer area of your **Title** page to access the Header/Footer tools:



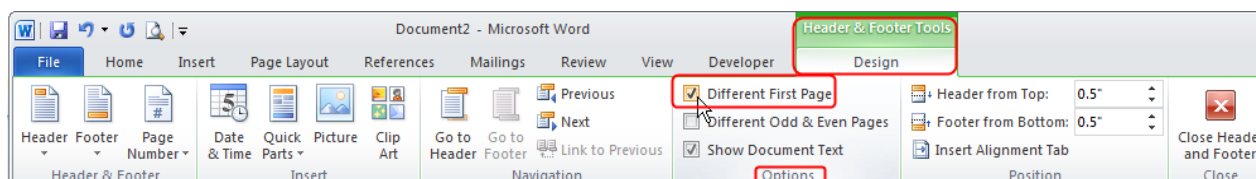
Tip: you could also select the **Insert Tab** of the Ribbon and choose **Insert Page Number** to access the Header/Footer tools.



Once in the Footer, the Ribbon at the top of the screen should reflect Header/Footer tools:



Select the check box for Different First Page in the Options group of the Header/Footer Tools | Design tab:



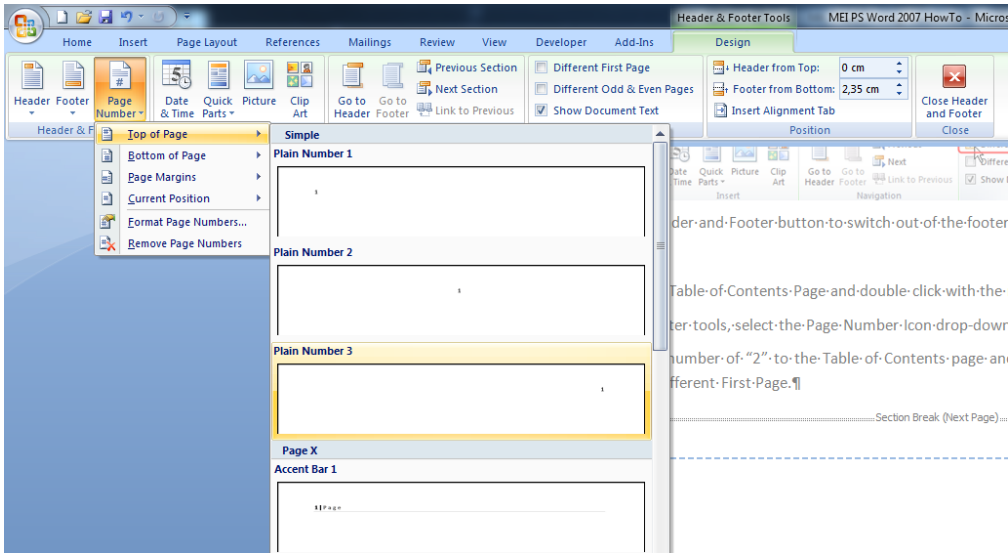
Click on the Close Header and Footer button to switch out of the footer and move back into the document.

⇒ Step 2: Add page numbering in Preliminaries section

Next, navigate to the Table of Content page and double click with the mouse in the Footer.

From the Header/Footer tools, select the Page Number Icon drop-down list, Bottom of Page, and the Right option.

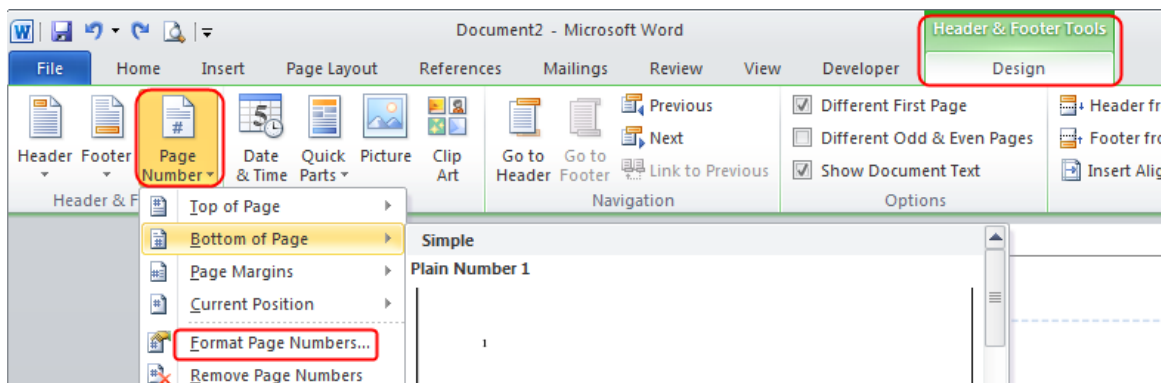
This will add a page number of "2" to the TOC page and leave the Title page "without a page number since we turned on Different First Page.



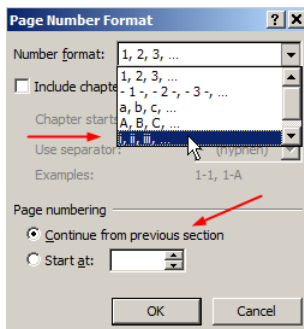
⇒ **Step 3: Format the page number so it displays in lowercase Roman numeral**

Start by double clicking with the mouse in the footer and selecting the page number. Left click the mouse and drag it over the page number so that it's highlighted in "blue".

From the Header/Footer tools Design tab in the Ribbon, select the drop-down menu for Page Number, Format Page Numbers.



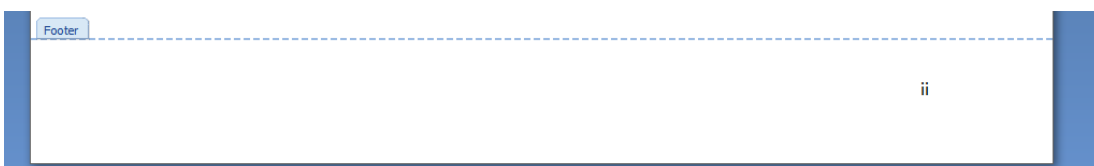
From the **Page Number Format** dialog box, select the formatting style for Roman numeral.



Make sure "continue from previous section" is selected so Word knows what page number to start with; in this case "ii".

Tip: If you wish that your numbering starts with number other than this page number that you get, you can adjust it with double click it in your footer, select the page number so that it's blue, navigate back into the **Page Number Format** dialog box and change the **Page Numbering** option to **Start at:** your desired value.

Result



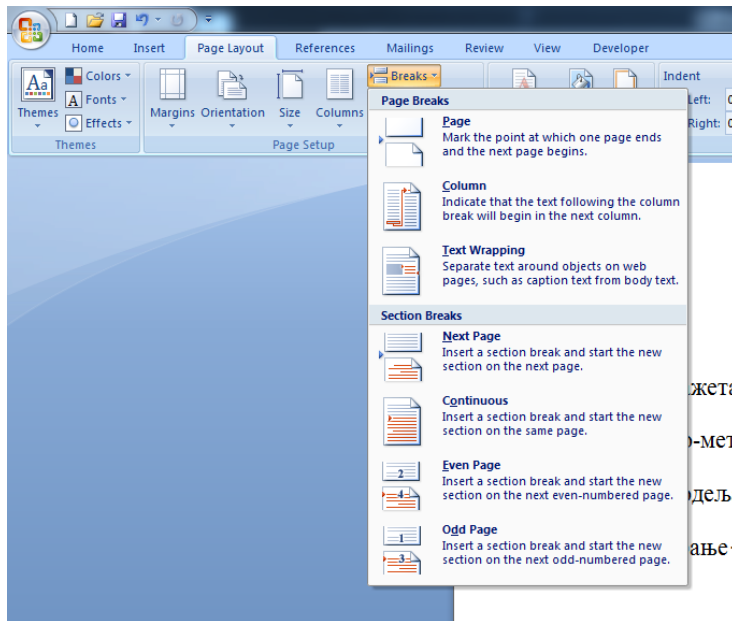
⇒ **Step 4: How to Add Arabic Page Numbers to Chapters following the preliminary pages (Text Part)**

⇒ **Step 4.1: Adding Section Break**



A **Section Break** must be added in order to change the page numbering from lowercase Roman numeral to Arabic page numbers for the remainder of the text.

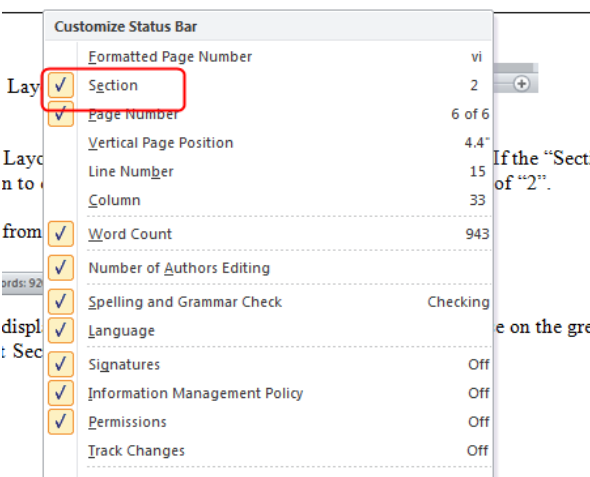
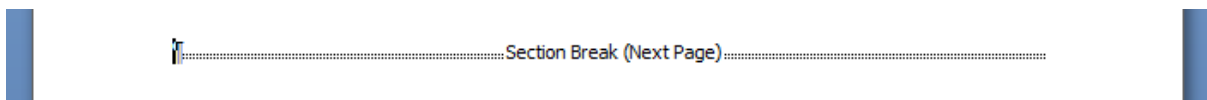
Tip: section breaks are necessary in a document when margins, page orientation, and headers/footers need to vary.

Section Breaks are located under the **Page Layout** tab, **Breaks** drop-down menu.

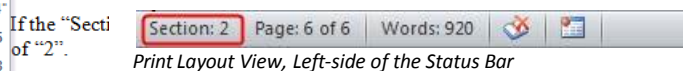


Position the cursor at the bottom of the text on the last preliminary page, above the footer. Next, navigate to the **Page Layout** tab and click on the **Breaks** icon, **Next Page**. This will add a section break to your document.

Tip: The section break is not “visible” when working in the **Print Layout View**. The section break is visible when working in the **Draft view**  (at bottom right corner of the Status Bar you will see **View** icons) or you can make it visible using  button in **Home** tab, **Paragraph** section.



Tip: from the Print Layout View, look at the base of the Status Bar, left side. If the “Section” identifier is turned on to display in the Status Bar, it will show the new section of “2”.



Print Layout View, Left-side of the Status Bar

If the Section is not displaying in the Status Bar, then right-click with the mouse on the grey Status Bar and select Section.

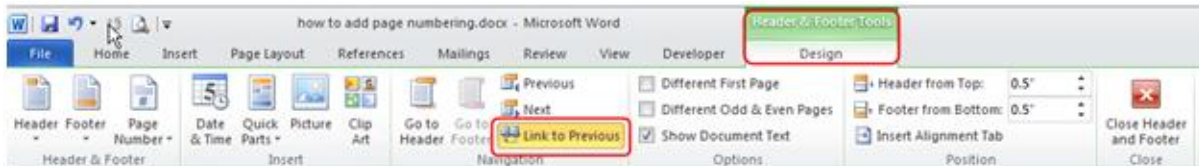
⇒ **Step 4.2: Text Part Must Have a Number on the First Page**

Once the Section Break is in place, go to the first page of your text (chapter 1), which is the page after the last preliminary page in your document.

Double click in the footer to display the **Header & Footer Tools**. In Options group uncheck the **Different First Page** check box.

Note: In the first section **Different first page** option was used to differ numbering of first page (Cover page) from rest of section. Second section requires number on first page so it is necessary to uncheck this.

⇒ **Step 4.3: Unlinking Sections**



From the **Header & Footer Tools, Design tab**, notice the **Link to Previous** button in the **Navigation Group** is turned on or highlighted “orange”.

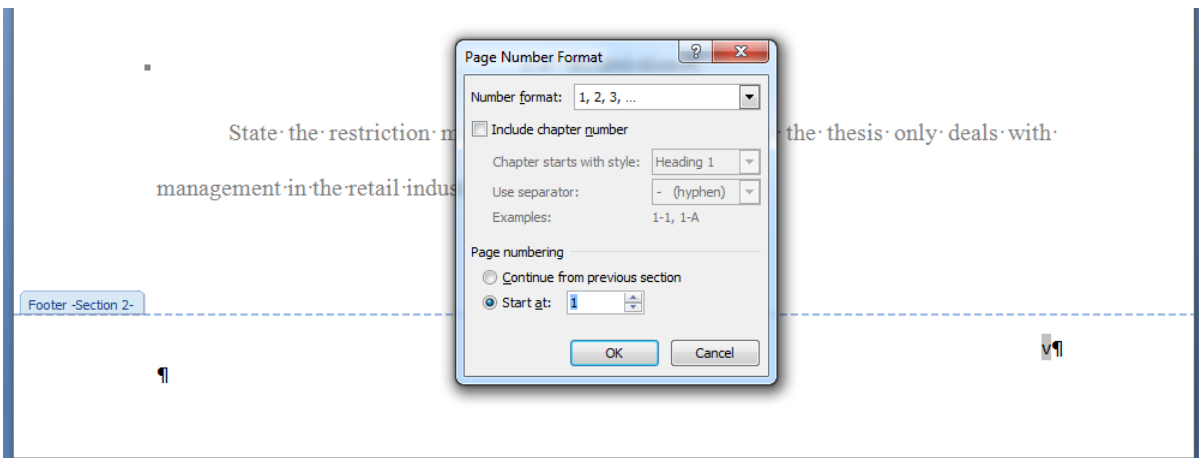
Click on the **Link to Previous** icon to turn the linking tool **off** (the highlight should be off). **Unlinking the two sections is required so that you can vary the formatting from Roman numeral to Arabic.**

⇒ **Step 4.4: Inserting Arabic Number in Footer of First Page of the Text Part**

Highlight the Roman numeral page number.

From the **Header/Footer Tools Design** tab, click on the **Page Number** icon drop-down menu and choose **Format Page Numbers**

From the **Page Number Format** dialog box, set **Number format:** "1,2,3,..." and **Start at:** "1"



Close Header and Footer View.

The Arabic Page numbering should continue through the rest of the document.