Page Numbering For Legal Documents

# Introduction

Legal documents may require a different numbering format for each section of a document. This makes it easy for the reader to identify what part of the document they are reviewing.

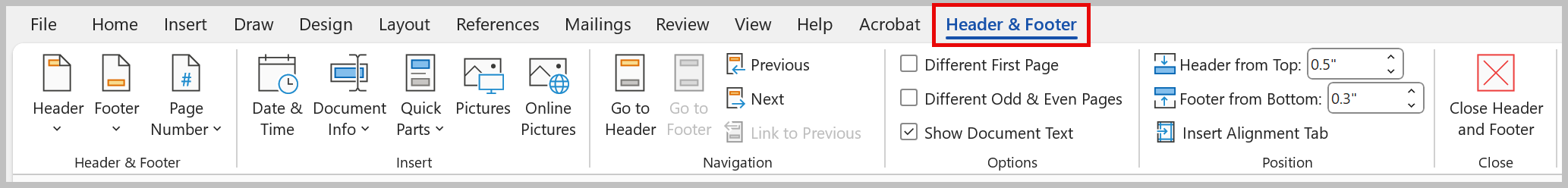
# Inserting Headers & Footers

Headers and footers are located at the top and bottom of the document. They are contained separately from the body of the document, allowing independent formatting. Insert text, images, tables, quick parts, draft watermarks and other types of content and it will repeat on each page unless a section break is used to change the header/footer content.

There are two ways to access the header/footer

* Double click into the top or bottom of the document.
* Go to the Insert tab, click Header or Footer and click Edit….

The Header & Footer contextual tab appears allowing you to insert a variety of content, navigate sections, adjust header/footer position and width.



# Inserting Page Numbers

1. Click Go to Footer in the Header & Footer ribbon (or Go to header depending on your preference).
2. Click Page Number, Bottom of page, then in the Simple section, choose Plain number 1,2, or 3.

A screenshot of a computer

Description automatically generated

1. Adjust the Footer from bottom number in the H/F ribbon to narrow or widen the footer area.

# Format Page Numbers

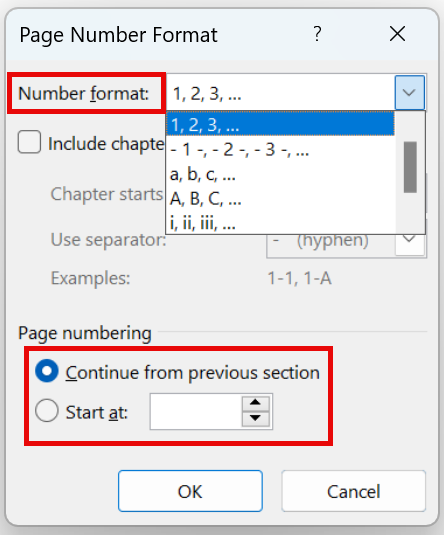
To change the numbering format, style and starting number:

1. Right-click the page number or go to Page Number in the H/F ribbon and choose Format Page Numbers.

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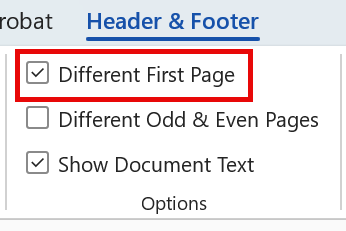
1. Scroll the Number Formats to select Roman Numerals, hyphenated numbers, etc.
2. Choose the number to Start at or Continue from a previous section.



1. Click OK.

# Different First Page

A simple way to edit the Header/Footer of the first page in a document or section separately from the rest of the document or section is by checking Different First Page. Other options are available for more nuanced H/F formatting.



# Inserting Section Breaks

Section breaks are a way to split your document into different sections that can be formatted independently from the rest of the document. This is the essential element for using different page numbering throughout the document.

1. To split a document into different sections:
2. Turn on Show/Hide marks  under the Home tab or press Ctrl+\*.

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1. Place your cursor at the end of the document. Anything after your cursor will be placed into the following section.
2. Press Enter on your keyboard to add an additional paragraph mark.
3. Go to the Layout tab and click Breaks.

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You will see a dotted line representing the end of the previous section. All other content will be moved to the next page, the beginning of the following section.

A close-up of a text

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# Turn Off Link to Previous

By default, when you insert a section break the headers and footers will be the same as the previous section. To unlink them so that you can change the header/footer without affecting the rest of the document:

1. Double click the header or footer in any section after the first section.
2. You will see Same as Previous on the right side of the dotted line.

A grey rectangular sign with black text

Description automatically generated

Note: Headers and footers are treated separately. It’s only necessary to unlink the header and/or footer you want to make changes to.

1. In the Header & Footer tab, deselect Link to Previous.

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1. Use Next or Previous to navigate different sections.

Note: Be sure to always unlink sections before making changes to the header/footer, otherwise you will modify the previous sections. Inserting additional sections will have the Link to Previous option activated by default.