**Trainers Outline: Page Numbering**

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# Trainer Preparation

**Duration: 15 minutes**

**Documents used:**

* **Presentation** - Page Numbering - Presentation.pptx
* **Example Document** - Page Numbering - Exercise File.docx
* **Handout** – Page Numbering Quick Reference Guide.pdf

# Introduction (2 minutes)

## Welcome to Page Numbering Legal Documents

### PowerPoint Slide #1

## Objectives

- By the end of this session, participants will be able to insert section breaks and apply different page numbering formats to a Word document.

This is a 15-minute class with a lot of great information. Please mute your microphones during the demo. Once the instruction is finished, we’ll open it up for questions. Please feel free to enter any questions you have in the chat. Questions are always appreciated and will help us get started with discussing the features and needs that go along with this topic.

PowerPoint Slide #2

## Overview

Using different page numbering in a legal document is necessary to help indicate each section of a document.

## Our Agenda today is to cover

* Headers and Footers
* Different First Pages
* Page and Sections Breaks
* Unlinking Sections
* Formatting Page Numbers

### So let’s get started!

### **Open Exercise File**

# Headers and Footers (1 minute)

## How to use

Headers and footers are at the top and bottom of your document. They exist separately from the main body of the document and contain information that will often repeat on every page. They can include titles, dates, logos and various other content.

You can either go to the Insert tab, click Header, then Edit Header/Footer or simply double click in the blank area at the top or bottom of the page.

### Click Bottom of Cover Page

## Contextual Tabs: Header & Footer

Click the Header & Footer tab that appears when you are in the header and footer area. This is where you can access all the available tools for editing the header and footer of a document.

# Different First Pages (1 minute)

You’ll see there is a page number on the Merger Agreement cover page.

If we wanted to remove the number on the first page but leave the rest of the number, you can click Different first page then delete the number

### Click Different First page

### Delete the number on the Cover Page

You’ll see the number remains a #2 because it’s technically the second page of the document. We’ll deal with that later.

### Close Header/Footer

# Page and Sections Breaks (3 minutes)

Breaks allow us to control content in a document. A page break will move the text below the break down to the next page. A Section break will move the text to the next page but also allows us to modify the formatting of each section of a document.

## Show Marks

To see the Breaks in a document, we need to show formatting.

### Click Show Marks or Press CTRL+\* (shift)

## Replace Page Breaks with Section breaks

Now you’ll be able to see the page breaks. This is what moved the table of contents to the next page. We need something a little more powerful, such as a section break, so we can format each section separately with different kinds of page numbering. Let’s go ahead and replace all the page breaks with section breaks.

### Delete the page breaks

### Go to Layout tab, Breaks, Choose Next Page Section Break

# Unlinking Sections (2 minutes)

The next thing you should do when separating your document into different sections is to unlink them. This will prevent other sections from changing when you start adding page numbers.

### Double click the Footer

## Link to Previous

You will see **Same as previous** in the dotted line header and footer. We are only changing the footers so let’s deselect Link to Previous. Use the Next and Previous buttons to navigate to the other sections.

### Deselect Link to previous for all sections

# Inserting and Formatting Page Numbers (4 minutes)

## Insert Page Numbers

Let’s go to the table of contents page. You’ll see there is no number on that page so let’s insert one.

### Go to header and Footer tab

### Click Page Number, Bottom of Page, and Page number 2

## Format page Numbers

The Table of Contents still thinks it’s page number 2. We also want it to be a little roman numeral “I”. Let’s fix that.

### Right click Page Number and choose Format Page Numbers

### Change Number format to i,ii,iii

### Change Start at to 1

You’ll see at the bottom of the next section, there is no number but there is a number on the second page. Let’s turn off Different First page and restart the number at 1.

### **Scroll to next section**

### Uncheck Different First Page

### Right click, Format page number to start at 1

#### **Note:** Many Legal documents don’t number the first page of the body.

## Remove numbering completely

Let’s check if the signature pages have page numbers. We don’t want them. It looks like there aren’t any page numbers but just to make sure, let’s turn off Different first page.

### Turn off Different first page.

Ah ha. Page numbering was hiding from us. Let’s delete the number so we can be sure it won’t pop up again.

### Delete page number.

# Formatting Sections (1 minute)

Just to remind you, when you separate a document into sections and unlink them from the other sections, you can format those pages almost completely differently than the rest of the document.

### Go to the Cover Page

### Click Into the Body of the document

### Go to Layout, open Page Setup Dialog box.

### Click Layout tab, Vertical alignment, Center.

Now you can see the contents of the cover page is centered but the rest of the document remains as it was.

# Conclusion (1 minute)

This concludes our Page numbering training. If you want further training including a more indepth training on page numbering, please contact the training department. Thank you.