



West Virginia University College of Law George R. Farmer, Jr. Law Library

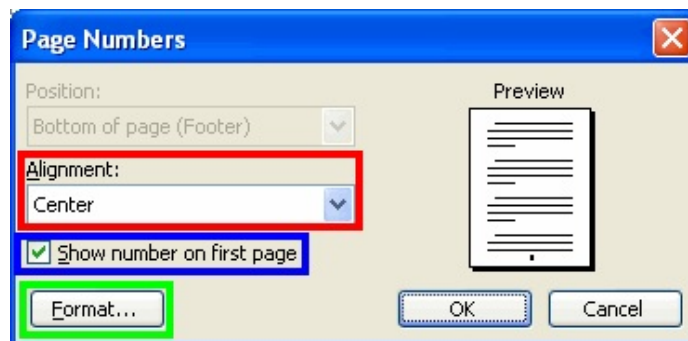
Inserting Page Numbers (Word 2003)

Open your Brief in Microsoft Word. Make sure you have your Brief in the PRINT LAYOUT VIEW (Go to the VIEW menu, then select PRINT LAYOUT.)

SIMPLE PAGE NUMBERS (all pages numbered and no variation in number formats)

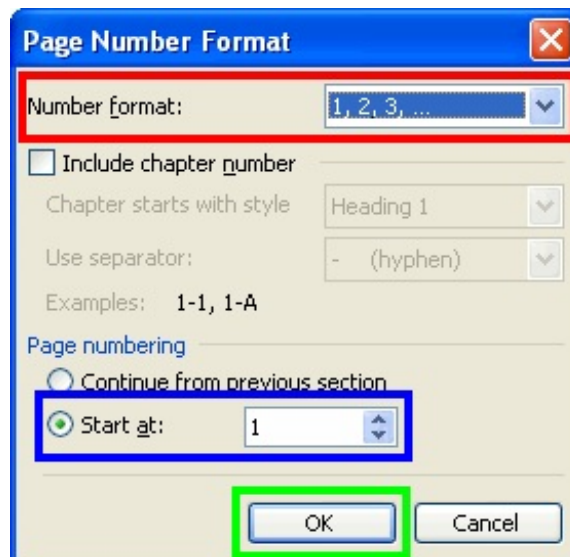
From the INSERT menu, select PAGE NUMBERS

- Select your desired POSITION and ALIGNMENT (see the red box below)
- Select whether you want to SHOW NUMBER ON FIRST PAGE by checking or unchecking the box (see the blue box below)



Click the FORMAT box (see the green box above)

- Choose NUMBER FORMAT (example: 1, 2, 3, . . .)
- Under PAGE NUMBERING
 - Choose START AT: Then choose the number you need (typically 1 or I or A, depending on the numbering scheme you need)



PAGES WITH NO NUMBERS PRIOR TO BEGINNING PAGE NUMBERING

If you want to start page numbers somewhere in the document besides on the first page and/or you need to have various numbering formats or schemes in the paper, follow these directions.

To leave pages with NO NUMBERS before you start page numbering, move your cursor to the top of the first page in your brief where you would like page numbers to begin.

From the INSERT menu, select BREAK

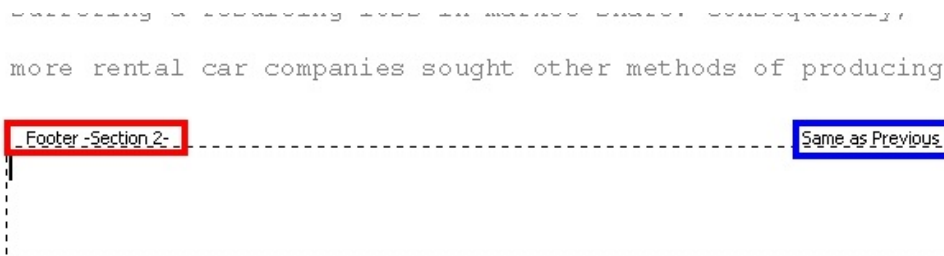
- Choose NEXT PAGE or CONTINUOUS
- Click OK

From the VIEW menu, select HEADER AND FOOTER

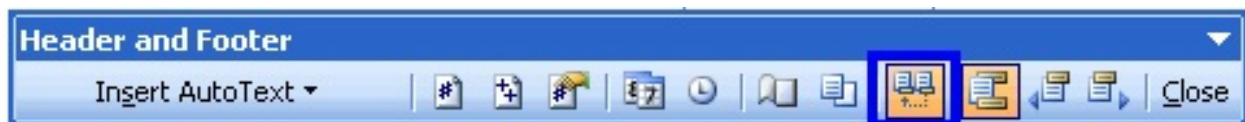
- To position the page numbers at the bottom of the page, on the HEADER FOOTER toolbar, click SWITCH BETWEEN HEADER AND FOOTER (shown in the red box below), so your cursor goes to the footer on that page.



- Once you have switched to the FOOTER on the page you want to start numbering, you should see something similar to the following (showing that you are in Section 2 or later – see the red box) and if you see SAME AS PREVIOUS (see the blue box), you need to complete the following step



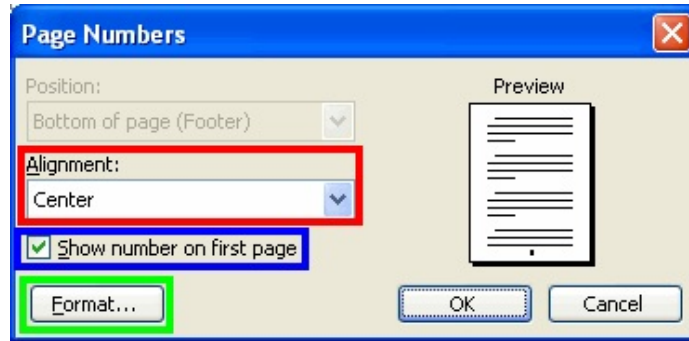
- To remove the link from the footer on the previous page in the prior section, you should click on the LINK TO PREVIOUS (see the blue box below). Once you click this button, the SAME AS PREVIOUS text should disappear from the footer on the page where you want to begin numbering.



With your blinking cursor still in the Footer

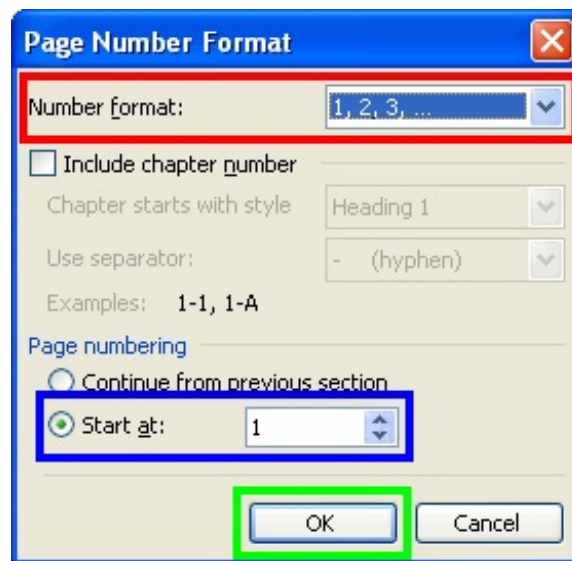
- CLICK the INSERT menu, select PAGE NUMBERS
- Select your ALIGNMENT (your position will default to the bottom because you are in the Footer area) (see the red box)

- Select whether you want to SHOW PAGE NUMBER ON FIRST PAGE by checking or unchecking the box (see the blue box)



Click the FORMAT box (see the green box above)

- Choose NUMBER FORMAT (example: 1, 2, 3, . . . OR I, ii, iii, . . . OR A, B, C, . . .)
- Under PAGE NUMBERING (see the red box)
 - Choose START AT: Then choose the number you need (typically 1 or I or A, depending on the numbering scheme you need) (see the blue box)
 - Click OK on the PAGE NUMBER FORMAT (see the green box)
 - Click OK on the PAGE NUMBERS



NEED A DIFFERENT NUMBERING SCHEME OR PAGES WITH NO NUMBERS AFTER A PRIOR NUMBERING SCHEME

Move your cursor to the top of the page in your brief where you would like your new page numbers to begin OR where you need to have pages without numbers.

From the INSERT menu, select BREAK

- Choose NEXT PAGE or CONTINUOUS

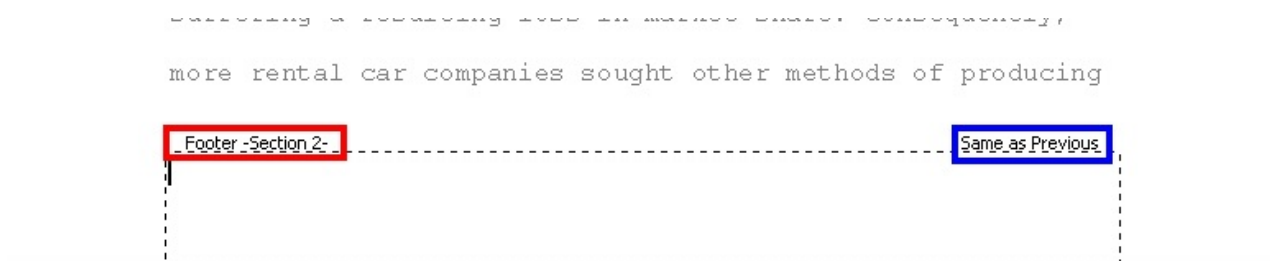
If you are no longer viewing the HEADER AND FOOTER

- From the VIEW menu, select HEADER AND FOOTER

- To change from the header to the footer, on the HEADER FOOTER toolbar, click SWITCH BETWEEN HEADER AND FOOTER (shown in the red box), so your cursor goes to the footer on that page.



- Once you have switched to the FOOTER on the page you want to start RE-NUMBERING WITH A DIFFERENT FORMAT OR NUMBERING SCHEME, you should see something similar to the following (showing that you are in Section 2 or later – see the red box) and if you see SAME AS PREVIOUS (see the blue box), you need to complete the following step



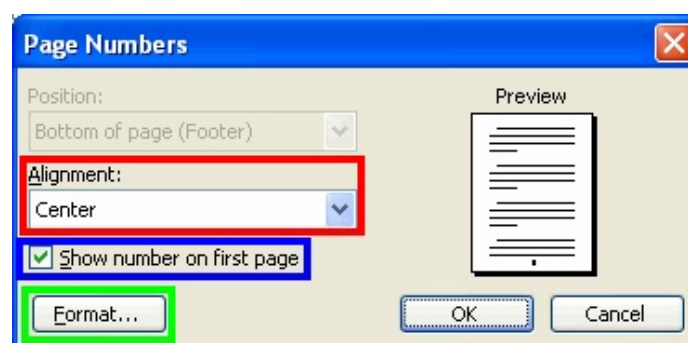
- To remove the link from the footer on the previous page in the prior section, you should click on the LINK TO PREVIOUS (see the blue box below). Once you click this, the SAME AS PREVIOUS text should disappear from the footer on the page where you want to begin numbering.



TO START A NEW NUMBERING FORMAT OR SCHEME

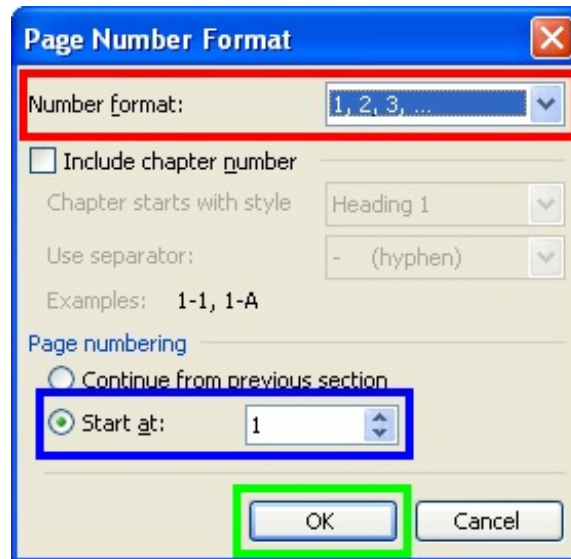
From the INSERT menu, select PAGE NUMBERS

- Select your ALIGNMENT (your position will default to the bottom because you are in the Footer area)
- Select whether you want to SHOW PAGE NUMBER ON FIRST PAGE by checking or unchecking the box



Click the FORMAT box

- Choose NUMBER FORMAT (example: 1, 2, 3, . . . OR I, ii, iii, . . . OR A, B, C, . . .)
- Under PAGE NUMBERING
 - Choose START AT:
 - Then choose the number you need (typically 1 or I or A, depending on the numbering scheme you need)
- Click OK on the PAGE NUMBER FORMAT
- Click OK on the PAGE NUMBERS



IF YOU WANT NO PAGE NUMBERING ON THE NEXT PAGE OR PAGES

Move your cursor to the top of the page in your brief where you need to have pages without numbers.

From the INSERT menu, select BREAK

- Choose NEXT PAGE or CONTINUOUS

If you are no longer viewing the HEADER AND FOOTER

- From the VIEW menu, select HEADER AND FOOTER
- To change from the header to the footer, on the HEADER FOOTER toolbar, click SWITCH BETWEEN HEADER AND FOOTER (shown in the red box), so your cursor goes to the footer on that page.



