

# Section (Chapter) Numbering in Word 2013

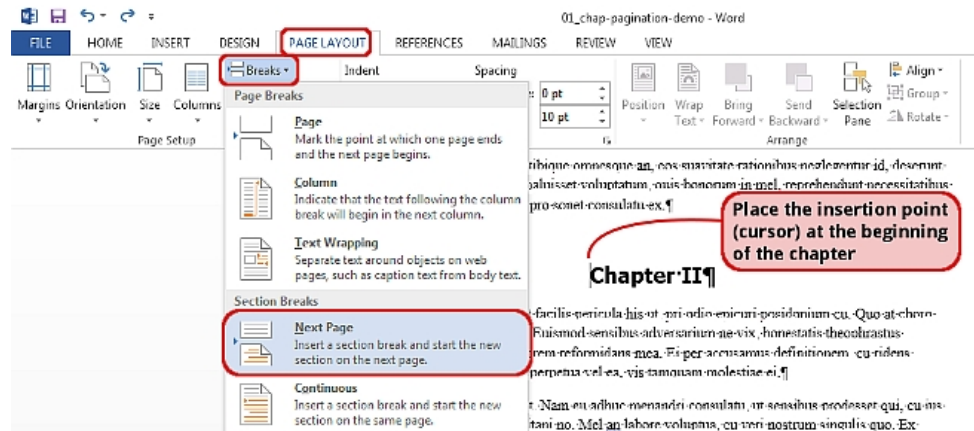
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Student Computing Center  
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This tutorial will walk you through the steps of creating a page header which shows the current section (or chapter) number, the current page of the chapter, and how many pages in the chapter, e.g. Chapter II Page 3 of 5.

## Step 1: Insert Section Breaks

Each chapter needs to be separated by a *next page section* break.

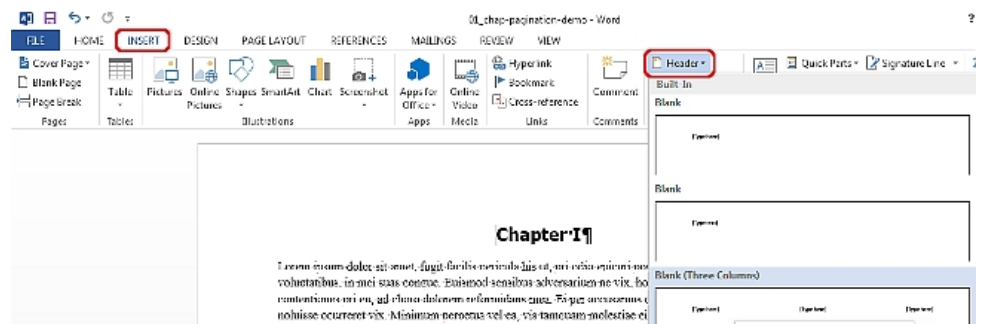
- (1) Place the insertion point at the beginning of the chapter.
- (2) Select the *Page Layout* tab  
→ *Breaks* drop-down  
→ *Section Breaks* group  
→ *Next Page*



## Step 2: Insert Header

Next we insert our header. Choose what ever header fits your situation.  
(We will use a 3 column header in order to better display different kinds of header information).

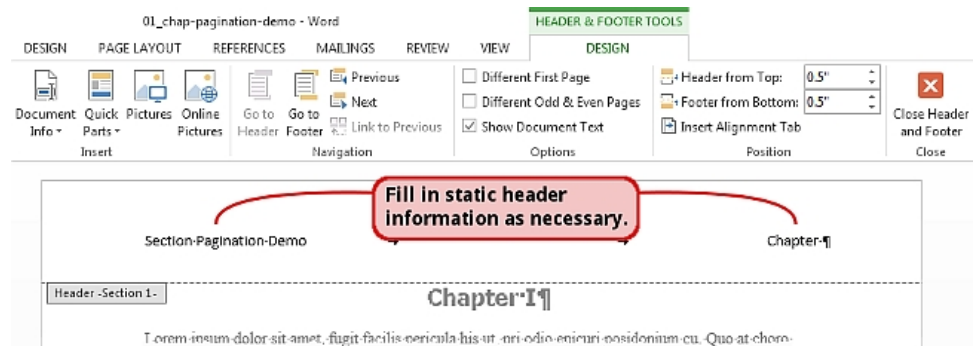
- (1) Select the *Insert* tab  
→ *Header* drop-down  
→ choose a header style



### Step 3: Fill In Basic Header Information

At this point, we can fill in most of the header information which will not change from page to page. For this example, we fill in a document title in the left header column and the word "Chapter" in the right header column.

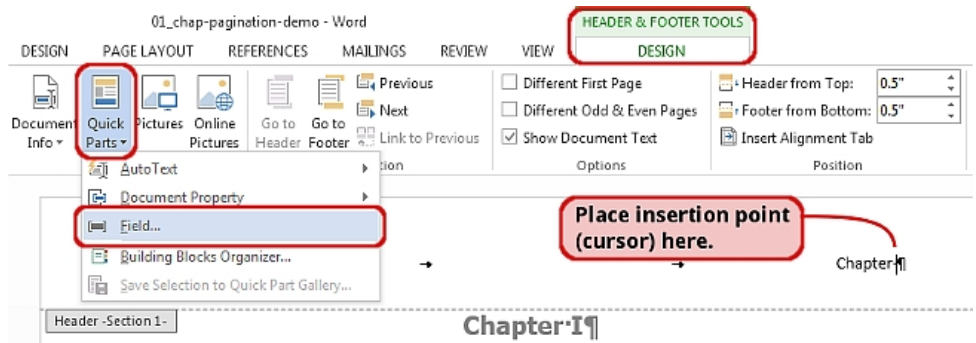
- (1) Place the cursor in the left section of the header and type the title.
- (2) Place the cursor in the right section of the header and type the word "Chapter."



### Step 4: Add the Chapter Numbers

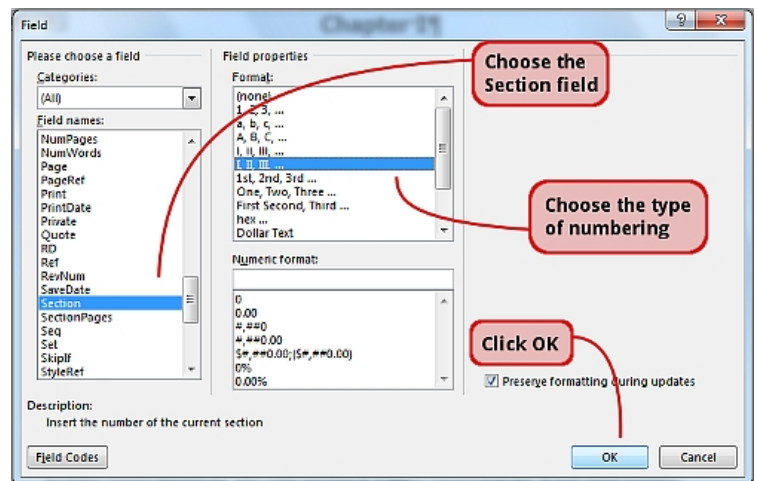
We will now use the *quick parts* fields to add the pagination information such as chapter number and page number.

- (1) Place the cursor behind the word "Chapter".
- (2) Select *Header and Footer Tools* tab  
→ *Quick Parts* drop-down  
→ *Field*



This will launch the *Field* dialog box.

- (1) In the *Field* list, scroll down about 2/3 of the list and select *Section*.
- (2) In the *Format* list choose the desired type of numbering format.
- (3) Click *Okay*.



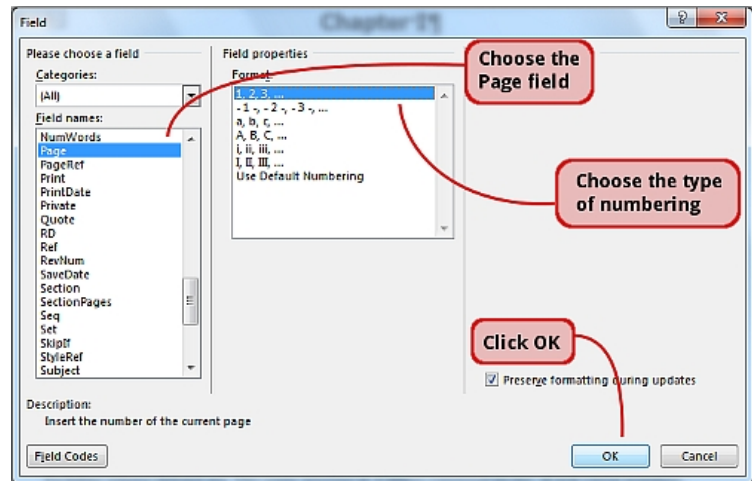
## Step 5: Add the Page Numbers

To add the current page, we simply need to go back to the *quick parts field* (see step 4) and choose the *page* field this time.

- (1) Select the *Header and Footer Tools* tab  
→ *Quick Parts* drop-down  
→ *Field*

This will again launch the *Field* dialogue box.

- (1) Scroll down about 1/2 way in the field list and select *Page*.
- (2) Choose the desired number format from the *Format* box.
- (3) Click *Okay*.



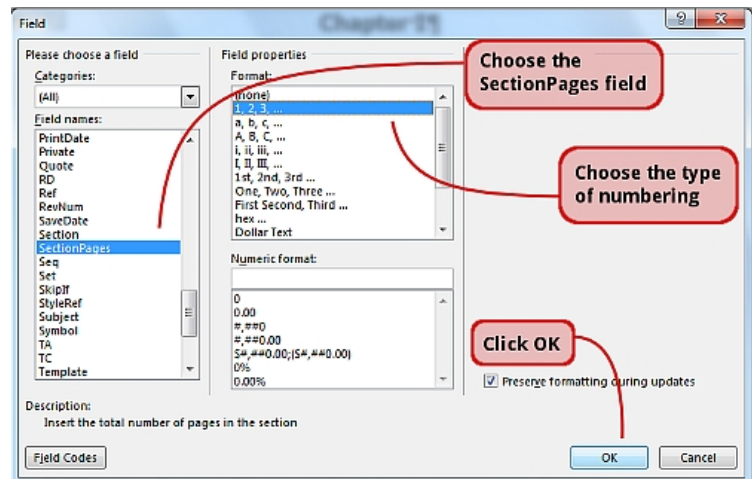
## Step 6: Add the Page Count for the Chapter

To display the number of pages in the chapter, we use the *Section Pages* field from the quick parts field list.

- (1) Select the *Header and Footer Tools* tab  
→ *Quick Parts* drop-down  
→ *Field*

This will again launch the *Field* dialogue box.

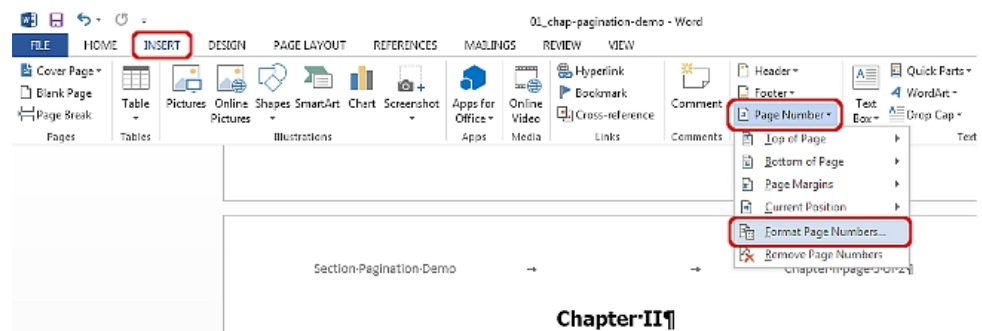
- (1) In the *Field* list, scroll down and select *Section Pages*
- (2) Choose the desired number format from the *Format* box.
- (3) Click *Okay*.



## Step 7: Reset the Current Page Count

The page numbers progress through the end of the document. We need to reset them to 1 at the beginning of each chapter.

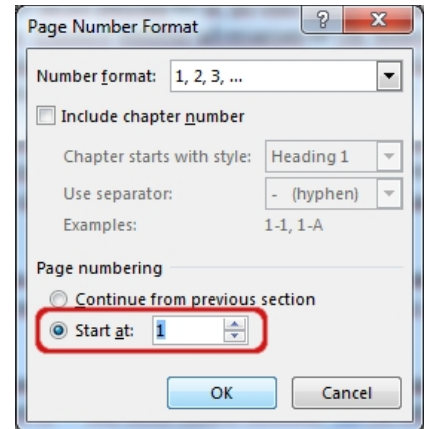
- (1) Scroll to the beginning of each chapter.
- (2) Place the cursor somewhere on the first page of that chapter.
- (3) Select the *Insert* tab  
→ *Page Number* drop-down  
→ *Format Page Number*
- (3) Click *Okay*.



This will launch the *Page Number Format* dialogue box.

- (1) Select the *Start at* radio button.
- (2) Ensure the number is set to 1.
- (3) Click OK.

Repeat this whole step at the beginning of each chapter



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