## Section (Chapter) Numbering in Word 2013

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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
 REVIEW VIEW


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Pane Arrange
at the beginning of the chapter.
(2) Select the Page Layout tab
$\rightarrow$ Breaks drop-down
$\rightarrow$ Section Breaks group

Colurnn


Section Breaks

| Section Breaks |
| :--- |
| Next Page <br> Insert s section break and start the new <br> section on the neat page. |
| Continuous <br> Insert a section break and star the new <br> section on the same page. |


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## Step 2: Insert Header

Next we insert our header. Choose what ever header fits your situation.
(We will use a 3 column header inorder to better display different kinds of header information).
(1) Select the Insert tab
$\rightarrow$ Header drop-down
$\rightarrow$ 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."

| 01_chap-pagination-demo - Word |  |  |  |  |  |  |  | HEADER \& FOOTER TOOLS |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DESIGN | page layout | T RE | ERENCES |  | MAIJINGS | REvTEV | VIEW |  | DESIG |  |
| Document Info * | Quick Pictures Parts <br> Insert | Online <br> Pictures |  |  |  |  | Different First PageDifferent Odd \& Even PagesShow Document Test Options |  |  |  |


|  | Fill in static header information as necessary. |
| :---: | :---: |
| Header-Section 1. | Chapter"I] |

## 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
$\rightarrow$ Quick Parts drop-down
$\rightarrow$ Field


This will launch the Field dialogue 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 $\rightarrow$ Quick Parts drop-down
$\rightarrow$ 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
$\rightarrow$ Quick Parts drop-down
$\rightarrow$ 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
$\rightarrow$ Page Number drop-down
$\rightarrow$ Format Page Number
(3) Click Okay.


## Chapter-IIๆ

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

| Page Number Format |  | $?$ $x$ |  |
| :---: | :---: | :---: | :---: |
| Number format: | 1, 2, 3, ... |  | $\checkmark$ |
| $\square$ Include chapter number |  |  |  |
| Chapter starts with style: |  | Heading 1 | $\checkmark$ |
| Use separator: |  | - (hyphen) | $\checkmark$ |
| Examples: |  | 1-1, 1-A |  |
| Page numbering |  |  |  |
| Continue from previous section |  |  |  |
| - Start at: 1 |  |  |  |
|  | OK | Cance |  |

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