Changing Page Numbering in Word 2016

This will demonstrate how to change the page numbering if you have a current version of Microsoft Word in order to have your page numbering begin with page 1 on the page after the Table of Contents and leave the header blank on the Title Page and Table of Contents as required by the assignment.

I recommend that you try this, but if you can’t get it to work in a reasonable amount of time, submit the forematter (Title Page and Table of Contents) as a separate file and place the APA appropriate header on the rest of your report.

1. Place cursor at the top of the 3rd Go to “page layout” on ribbon and click dropdown menu on breaks. Click next page under breaks. This will create a new section.

2. Now double click at the top of the page to open header and footer tools. Click on “Link to Previous” both in the header and the footer to break the link to the previous section. Otherwise the page numbering will be continuous from the previous section.
3. Click on “Page Number” This will open the drop down menu for placing the page number. Click on “Top of Page” which will open the drop down menu to indicate how you want your page number to appear at the top of your page. I recommend something simple like “Plain Number 1” because you will need to add the title of your report to this page number. Click on “Plain Number 1”. You should now have a page number at the top of your page but you will still need to format your page number.

4. To format your page numbering. Click once again on “Page Numbering” and click on “Format Page Numbering” on the drop-down menu. Click the up arrow to make your page number start at 1. Note: It is important to follow this procedure. If you try to insert the number manually as a header, you may end up with the same page number for your entire report.
5. In order to add to your page number the title of the report (i.e. Inclusion of Children with Autism Spectrum Disorders), copy and paste or type the title just before the page number. Do a couple of dashes in order separate it from the page number itself then type “Page” and a space before the actual number.

6. You should end up with a header that looks like this with the title of the report and page number which begins with page 1 at the top of the page after the table of contents as required for this report.

From here you can add different page numbering system (i.e. lower case roman numerals) for the fore matter (Title Page and Table of Contents) as seen in the Alred’s sample or simply leave it blank as I recommend for this report. There should be no header on the title page and table of contents unless you decide to add one, and the following pages should have consecutive page numbering to the end of your report. I recommend that you change the typeface (font size and perhaps even the font itself) of the header to distinguish the header from the text in the report.