



Technical Institute of Administration

Business Administration

Computer essentials

4. Microsoft Word - Layout and Printing

Lecturer:

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Microsoft Word 2016

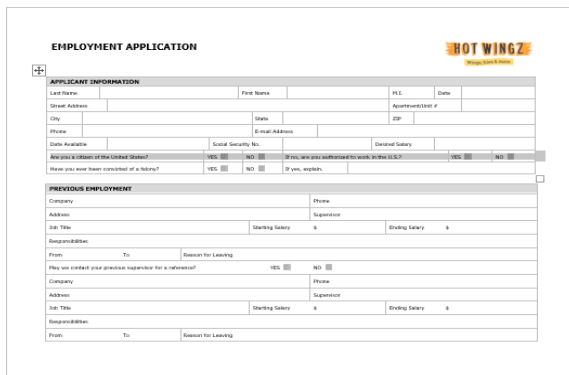
4. Page Layout

Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.

4.1. Page orientation

Word offers two page orientation options: **landscape** and **portrait**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

- Landscape means the page is oriented **horizontally**.



The image shows a landscape-oriented form titled "EMPLOYMENT APPLICATION" with the "HOT WINGZ" logo. The form is divided into two main sections: "APPLICANT INFORMATION" and "PREVIOUS EMPLOYMENT". Each section contains fields for personal details (Last Name, First Name, P.I., Date, Street Address, Apartment/Unit #, City, State, ZIP, Phone, E-mail Address, Social Security No., Desired Salary) and employment history (Company, Address, Supervisor, Job Title, Starting Salary, Ending Salary, Responsibilities, From, To, Reason for Leaving, and a reference check question). The form is wide and short, typical of a landscape orientation.

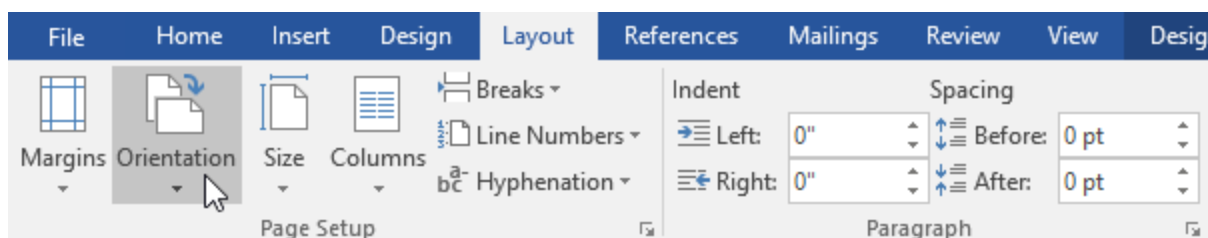
- Portrait means the page is oriented **vertically**.



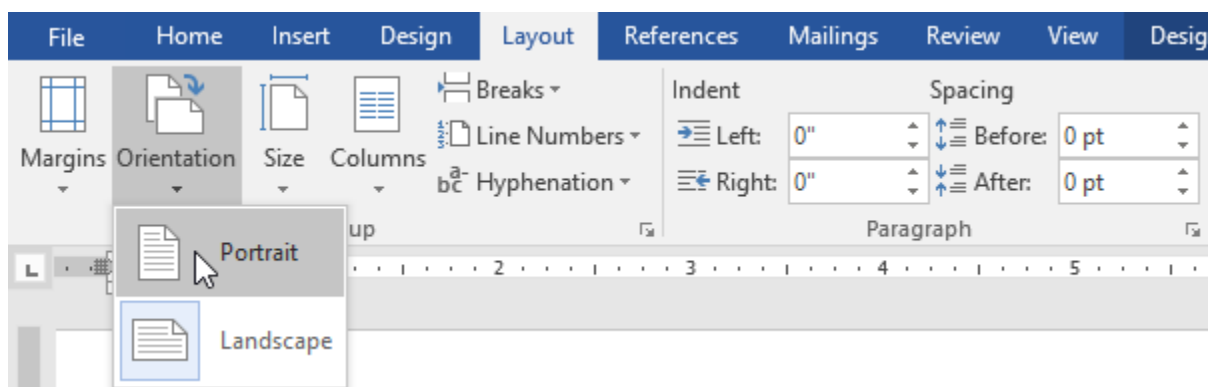
The image shows the same "EMPLOYMENT APPLICATION" form as above, but oriented vertically. The form is narrow and tall, with the text and fields rotated 90 degrees counter-clockwise. The layout and content of the form are identical to the landscape version, but the orientation is portrait.

4.1.1. To change page orientation:

1. Select the **Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



4. The page orientation of the document will be changed.

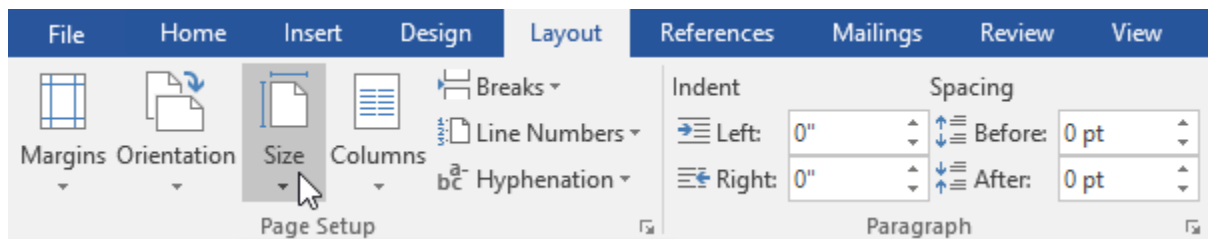
4.1.2. Page size

By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

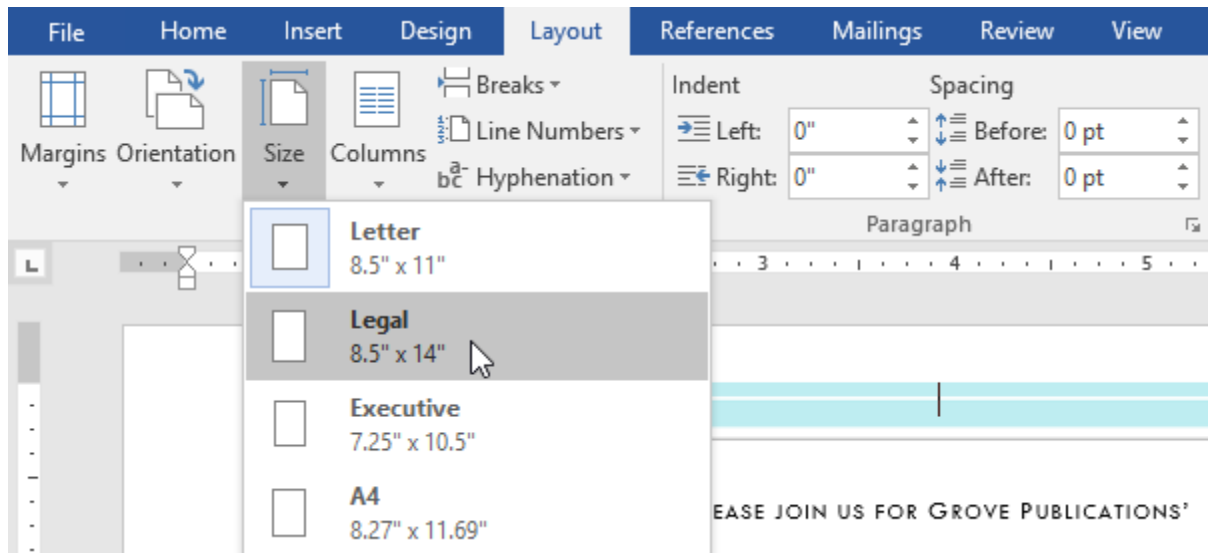
4.1.2.1. To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Layout** tab, then click the **Size** command.



2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

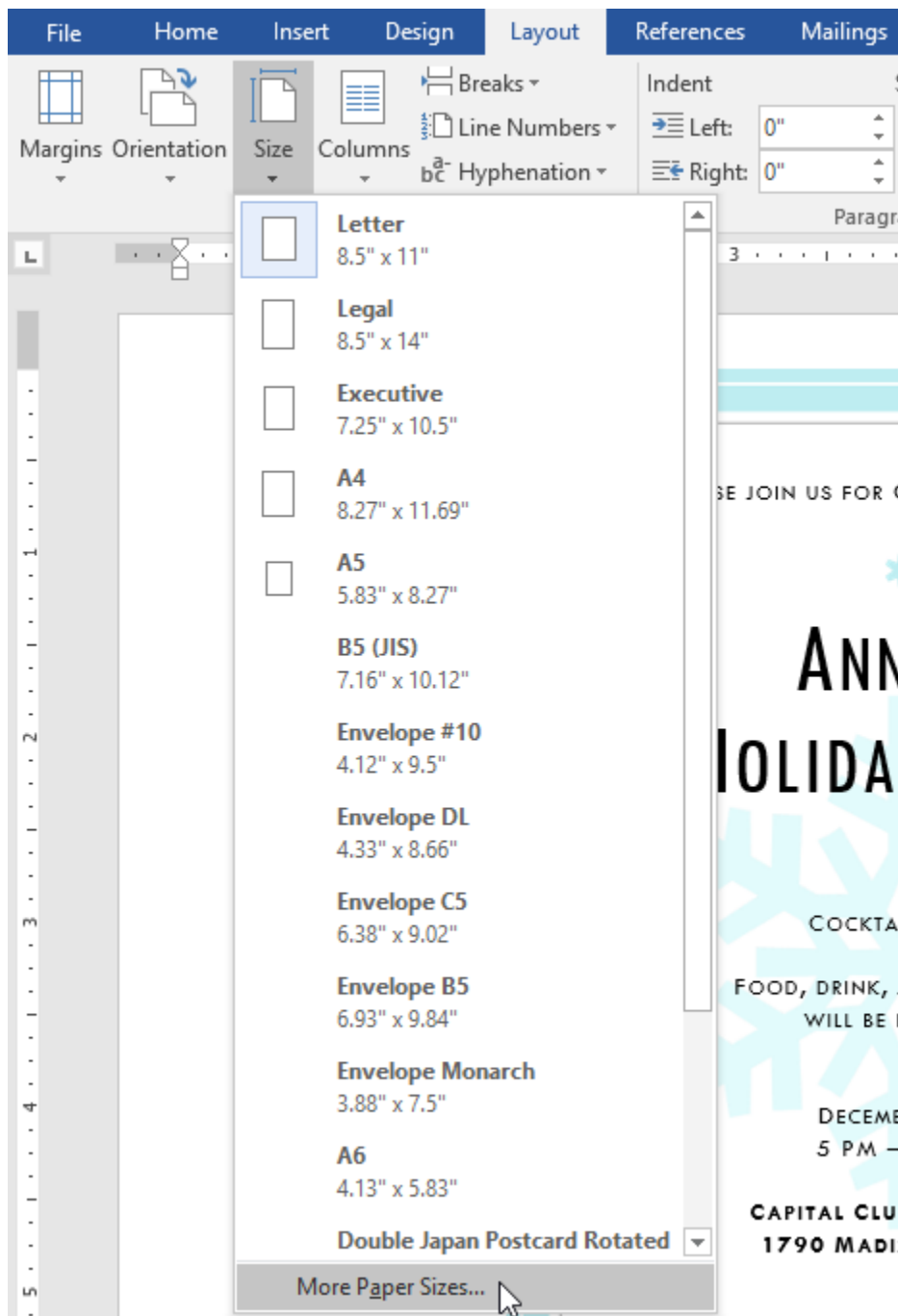


3. The page size of the document will be changed.

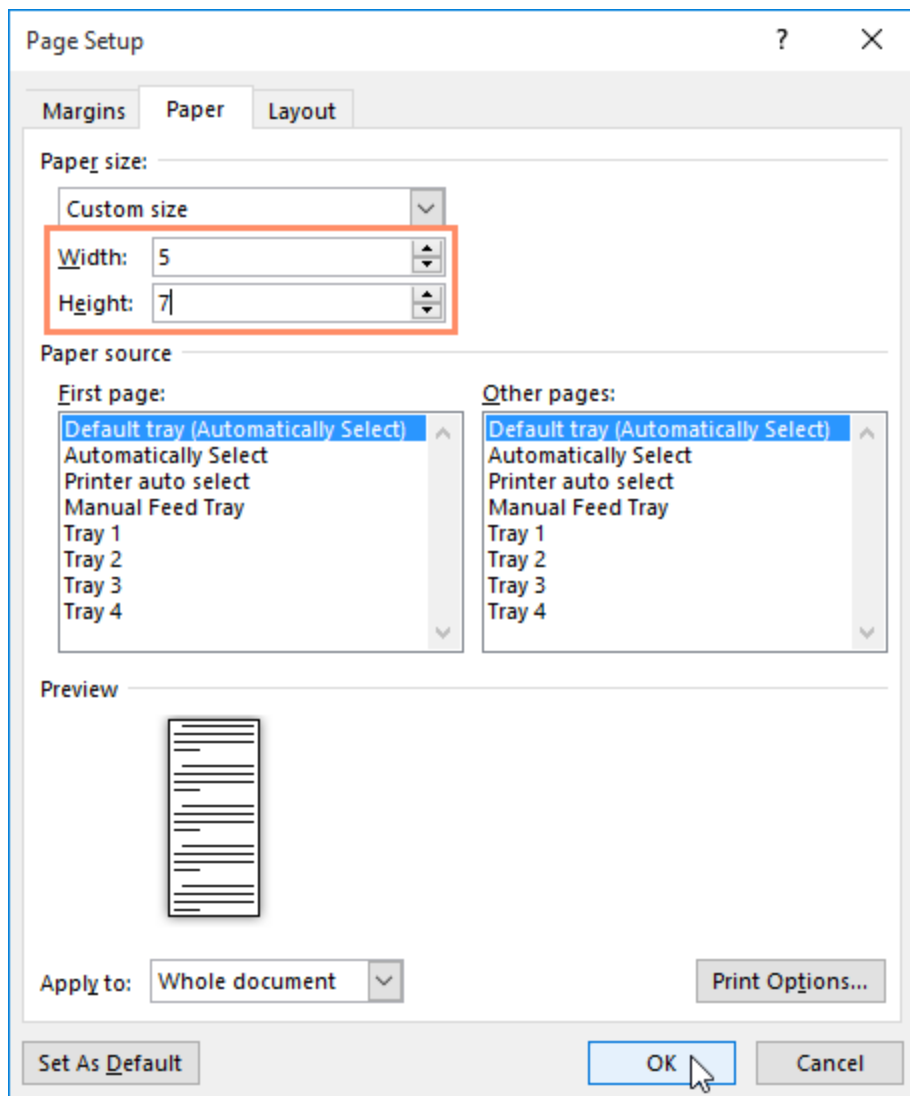
4.1.2.2. To use a custom page size:

Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.



2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**, then click **OK**.



4. The page size of the document will be changed.

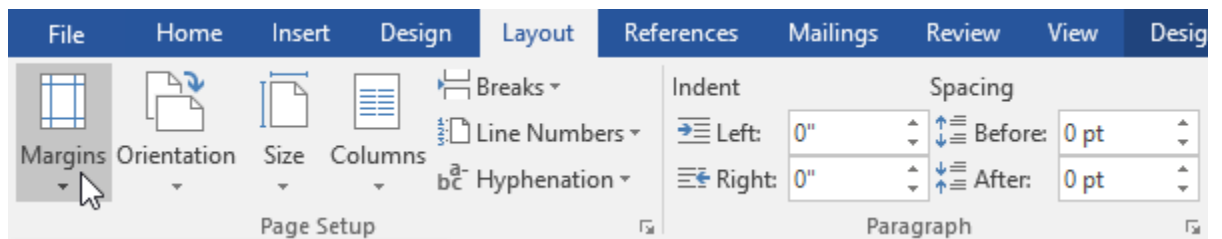
4.1.3. Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

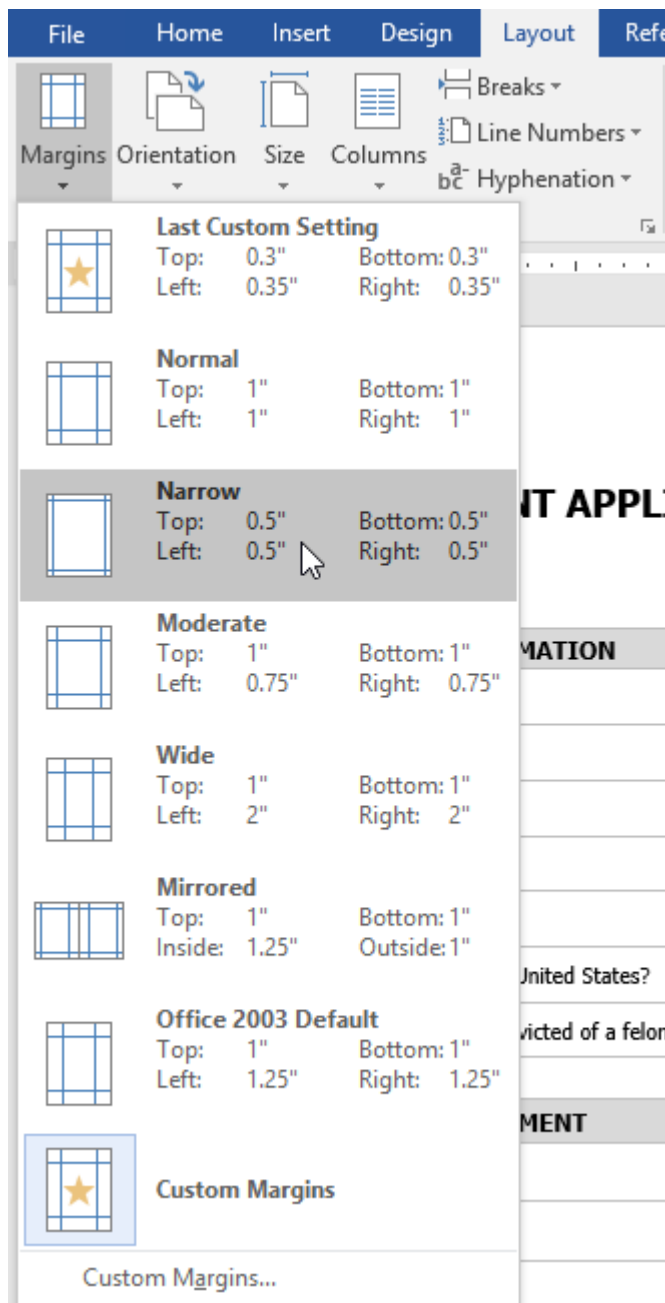
4.1.3.1. To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

1. Select the **Layout** tab, then click the **Margins** command.



2. A drop-down menu will appear. Click the **predefined margin size** you want.

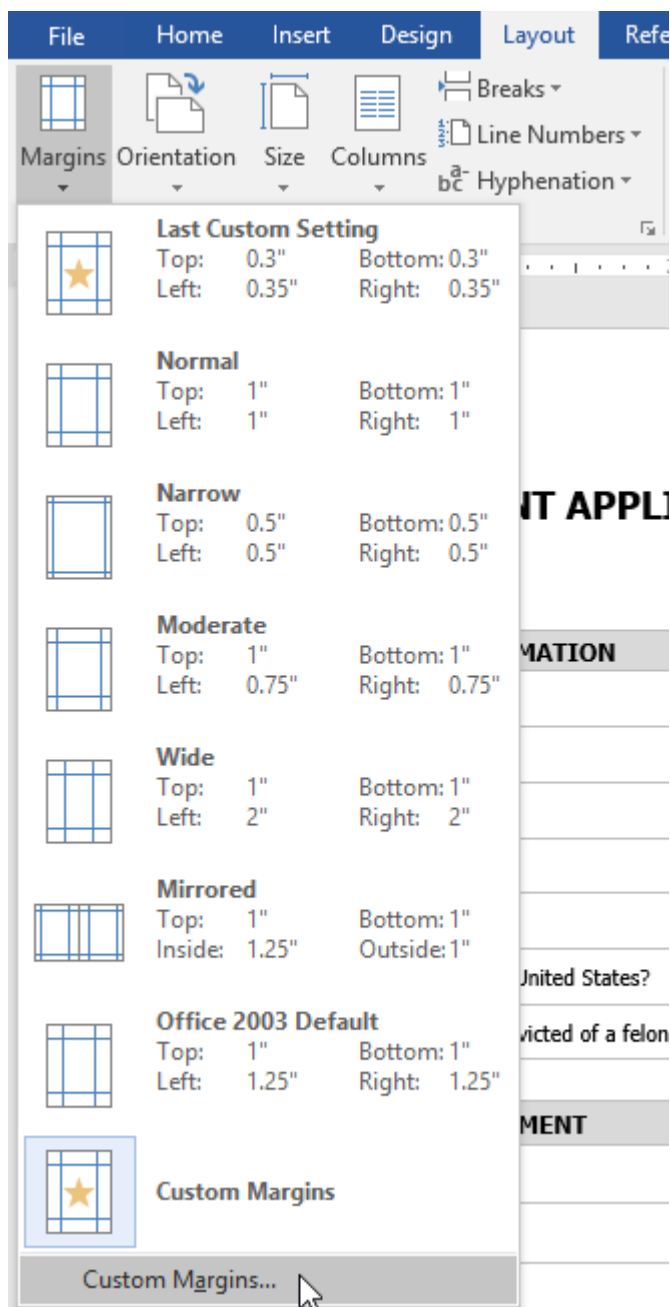


3. The margins of the document will be changed.

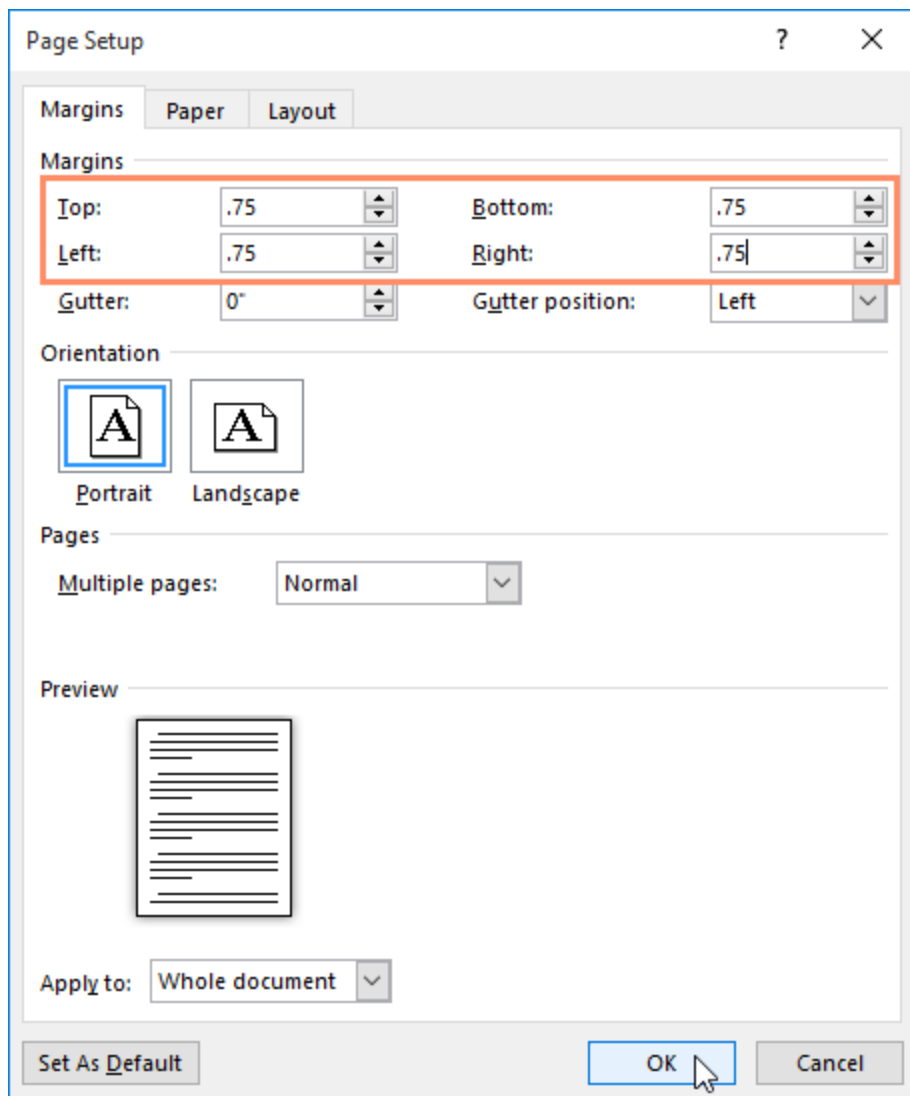
4.1.3.2. To use custom margins:

Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.

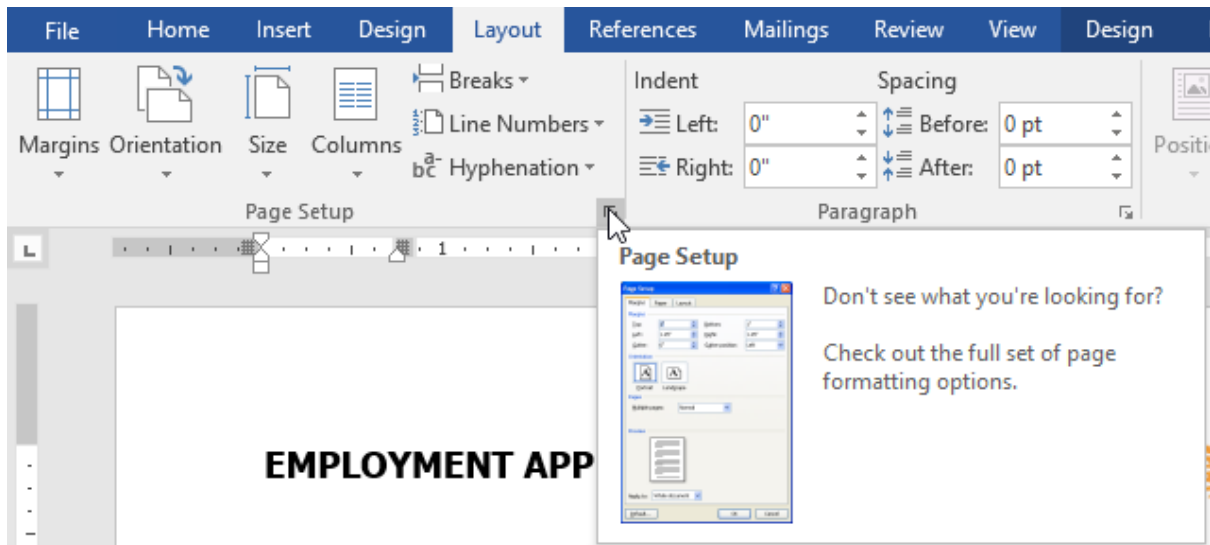


2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.



4. The margins of the document will be changed.

Alternatively, you can open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents.

EMPLOYMENT APPLICATION

HOT WINGZ
Wings, Tunes & More

APPLICANT INFORMATION

Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Are you a citizen of the United States?		If no, are you authorized to work in the U.S.?	
YES ☐ NO ☐		YES ☐ NO ☐	
Have you ever been convicted of a felony?		If yes, explain.	
YES ☐ NO ☐			

PREVIOUS EMPLOYMENT

Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES ☐ NO ☐	
Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES ☐ NO ☐	
Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES ☐ NO ☐	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____

FOR OFFICE USE ONLY

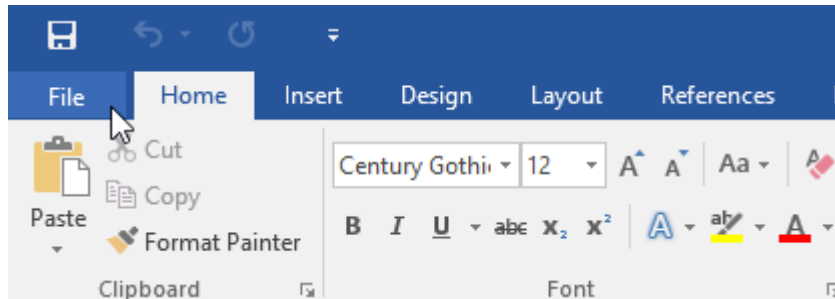
Applicant Last Name	First Name	M.I.
Application ID	File #	
Signature	Date	

4.2. Printing Documents

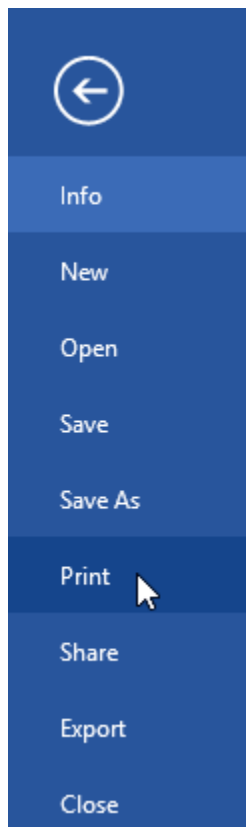
Once you've created your document, you may want to **print** it to view and share your work **offline**. It's easy to preview and print a document in Word using the **Print** pane.

4.2.1. To access the Print pane:

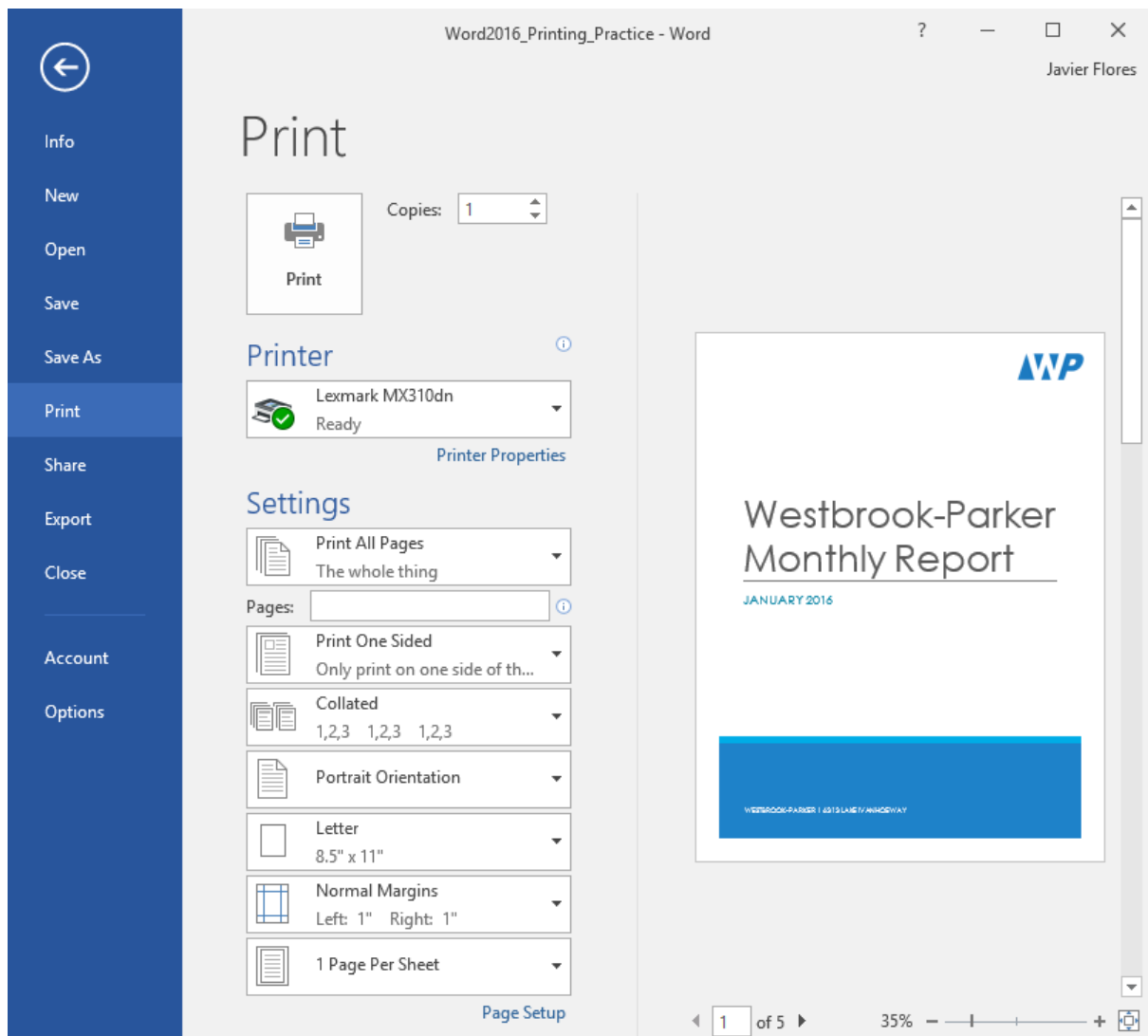
1. Select the **File** tab. **Backstage view** will appear.



2. Select **Print**. The **Print** pane will appear.



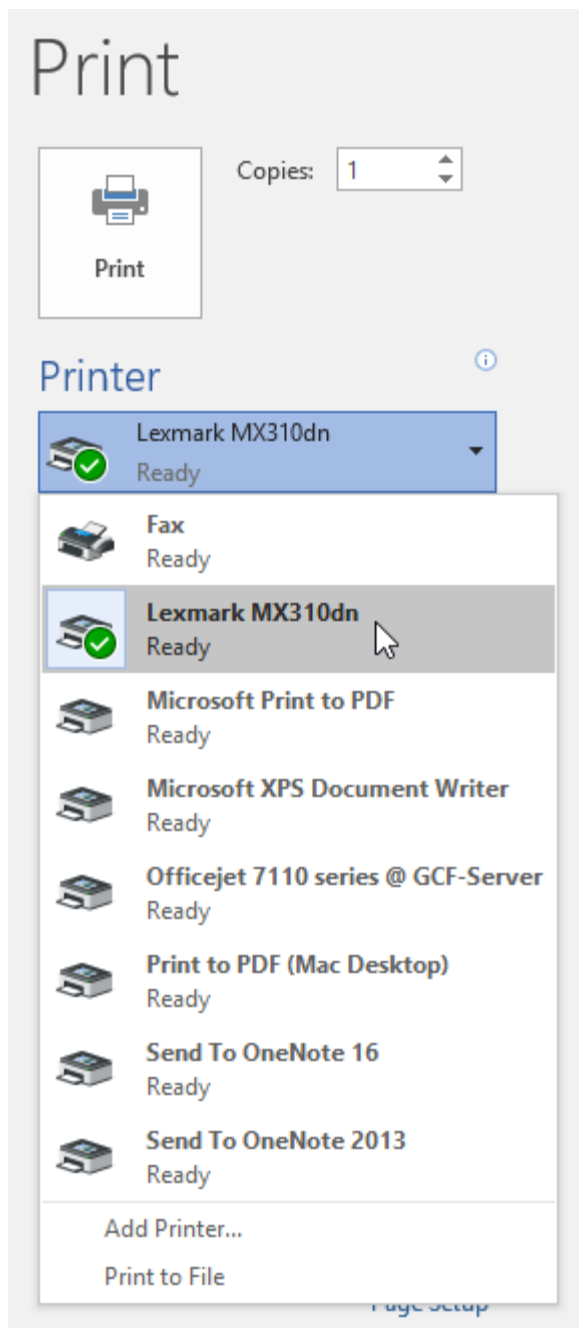
Click the buttons in the interactive below to learn more about using the Print pane.



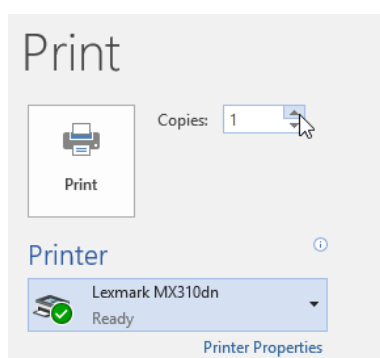
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

4.2.2. To print a document:

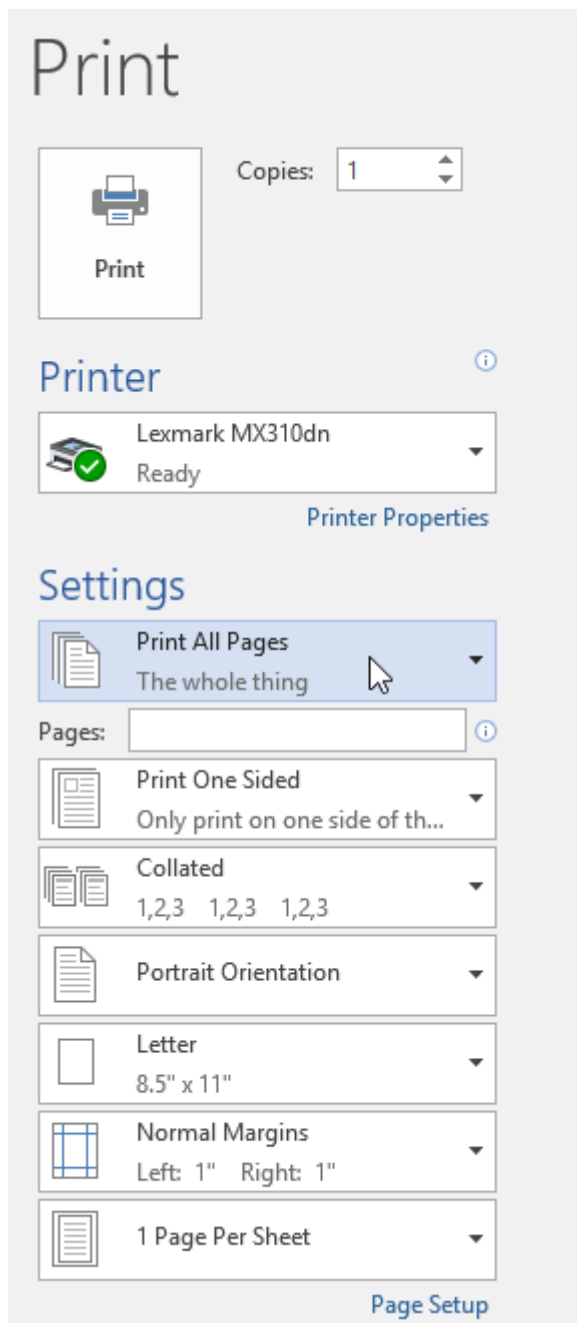
1. Navigate to the **Print** pane, then select the desired **printer**.



2. Enter the number of **copies** you want to print.



3. Select any additional **settings** if needed.



The screenshot shows the Windows 'Print' dialog box. At the top, the word 'Print' is displayed in a large font. Below it, there is a 'Print' button with a printer icon and a 'Copies' spinner set to 1. The 'Printer' section shows 'Lexmark MX310dn' as the selected printer, which is 'Ready'. Below this is a link for 'Printer Properties'. The 'Settings' section contains several options: 'Print All Pages' (The whole thing), 'Pages:' (empty), 'Print One Sided' (Only print on one side of th...), 'Collated' (1,2,3 1,2,3 1,2,3), 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Normal Margins' (Left: 1" Right: 1"), and '1 Page Per Sheet'. At the bottom right of the settings is a link for 'Page Setup'.

Print

Copies: 1

Printer

Lexmark MX310dn
Ready

Printer Properties

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

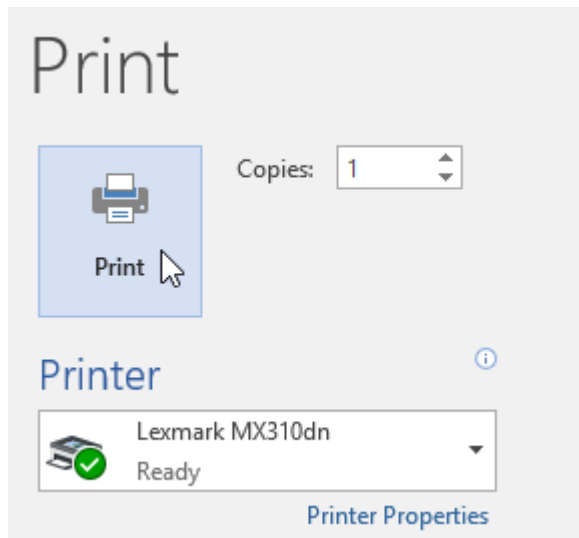
Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

4. Click **Print**.



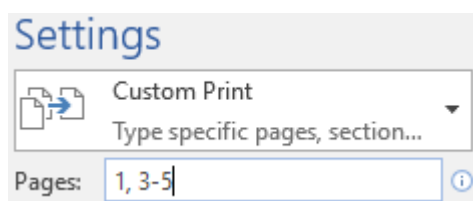
4.2.3. Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

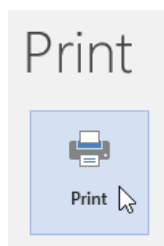
4.2.3.1. To custom print a document:

If you'd like to print individual pages or page ranges, you'll need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.



3. Click **Print**.



4.3. Breaks

When you're working on a multi-page document, there may be times when you want to have more control over how exactly the text flows. **Breaks** can be helpful in these cases. There are many types of breaks to choose from depending on what you need, including **page breaks**, **section breaks**, and **column breaks**.

4.3.1. To insert a page break:

In our example, the section headers on page three (**Monthly Revenue** and **By Client**) are separated from the table on the page below. And while we could just press **Enter** until that text reaches the top of page four, it could easily be shifted around if we added or deleted something in another part of the document. Instead, we'll insert a **page break**.

1. Place the **insertion point** where you want to create the page break. In our example, we'll place it at the beginning of our headings.

Vijay Chavan,
Software
Developer

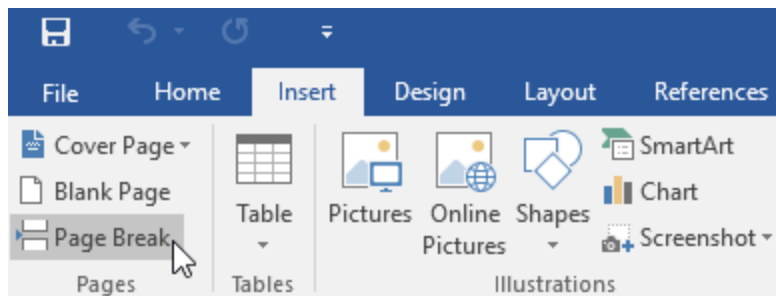
MONTHLY REVENUE

BY CLIENT

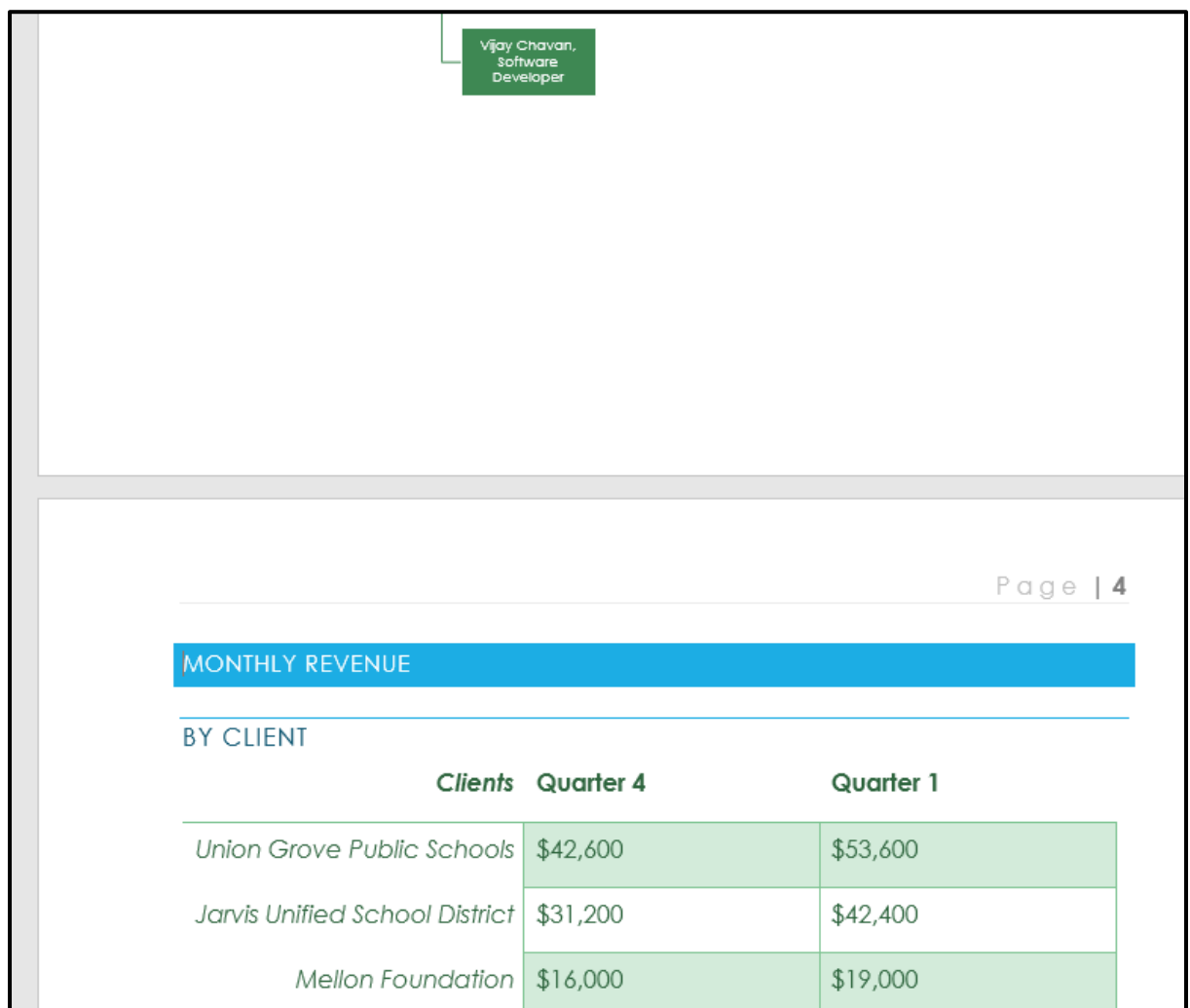
Page | 4

Clients	Quarter 4	Quarter 1
Union Grove Public Schools	\$42,600	\$53,600
Jarvis Unified School District	\$31,200	\$42,400
Mellon Foundation	\$16,000	\$19,000
Right Hand International	\$5,200	\$6,400
DigiPaws.com	\$3,600	\$4,400

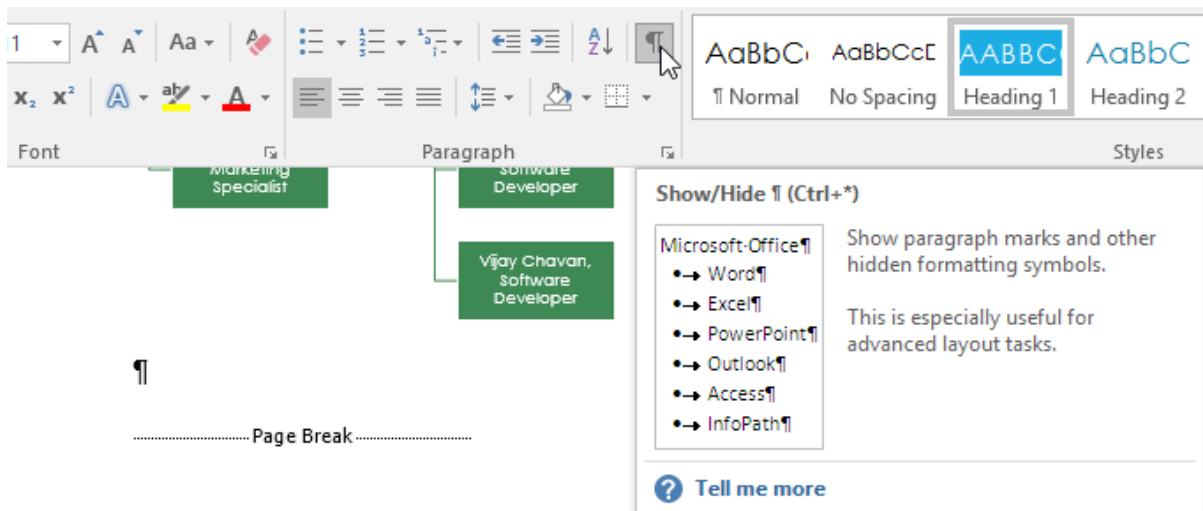
2. On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl+Enter** on your keyboard.



3. The page break will be inserted into the document, and the text will move to the next page.



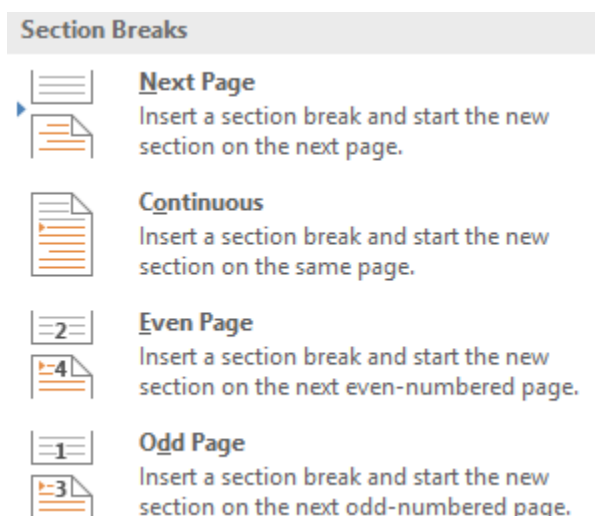
By default, breaks are **invisible**. If you want to see the breaks in your document, click the **Show/Hide** command on the **Home** tab.



4.3.2. Section breaks

Section breaks create a **barrier** between different parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks.

- **Next Page:** This option inserts a section break and moves text after the break to the next page of the document.
- **Continuous:** This option inserts a section break and allows you to continue working on the same page.
- **Even Page and Odd Page:** These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book).



4.3.2.1. To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list.

1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of the paragraph we want to separate from two-column formatting.

Page | 5

CLIENTS OVERVIEW

The company added 13 new clients to its roster between December 2015 and January 2016.

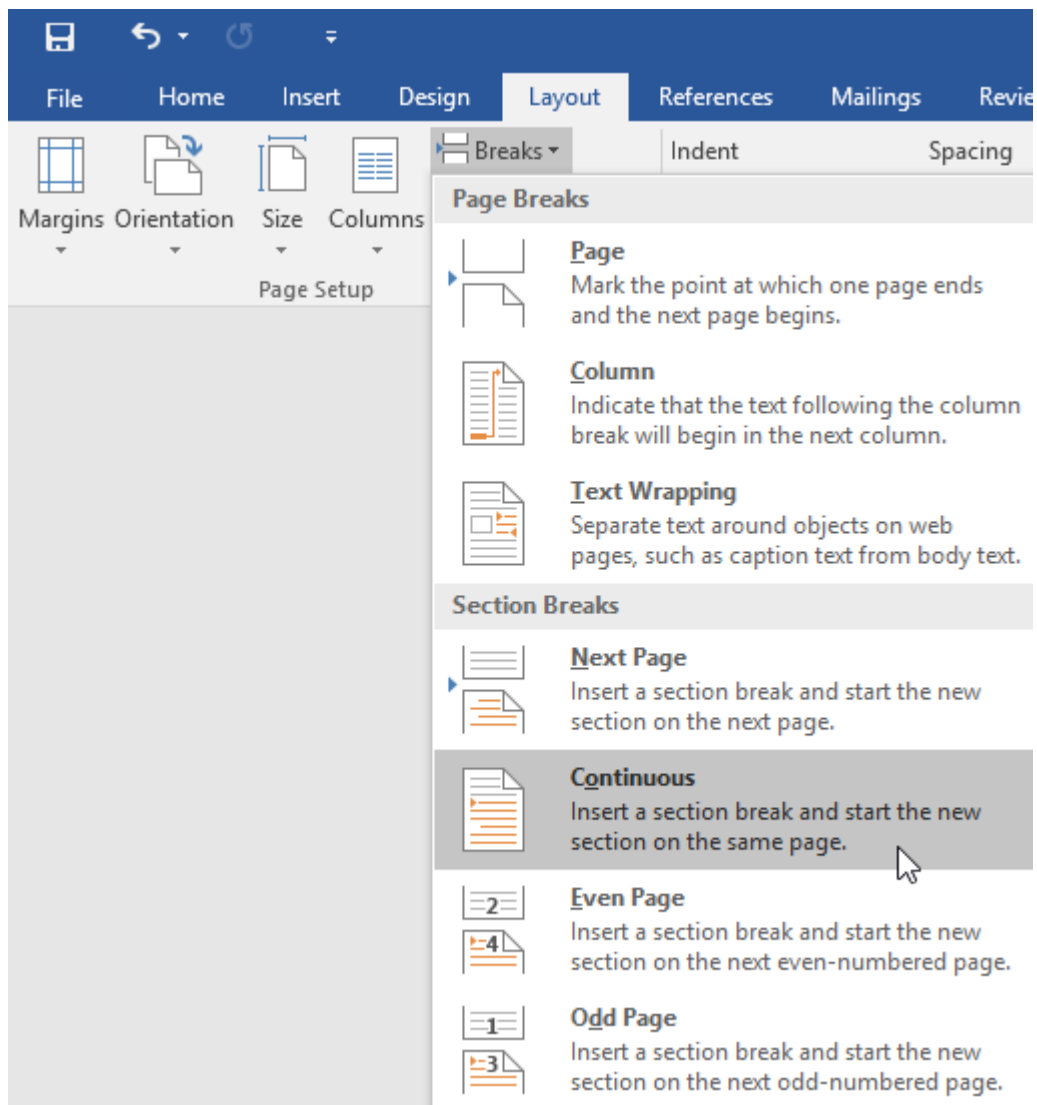
NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading

- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

2. On the **Page Layout** tab, click the **Breaks** command, then select the desired section break from the drop-down menu. In our example, we'll select **Continuous** so our paragraph remains on the same page as the columns.



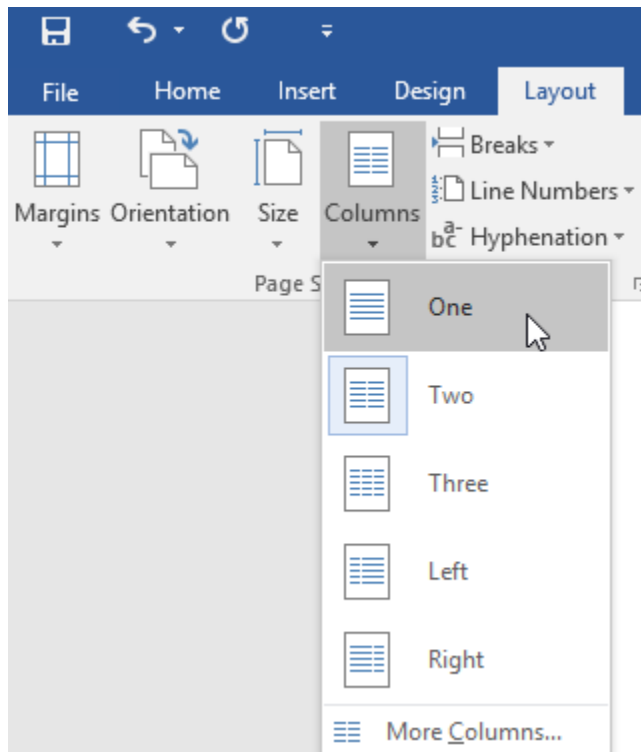
3. A section break will appear in the document.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

4. The text **before** and **after** the section break can now be formatted separately. In our example, we'll apply one-column formatting to the paragraph.



5. The formatting will be applied to the current section of the document. In our example, the text above the section break uses two-column formatting, while the paragraph below the break uses one-column formatting.

NEW CLIENTS

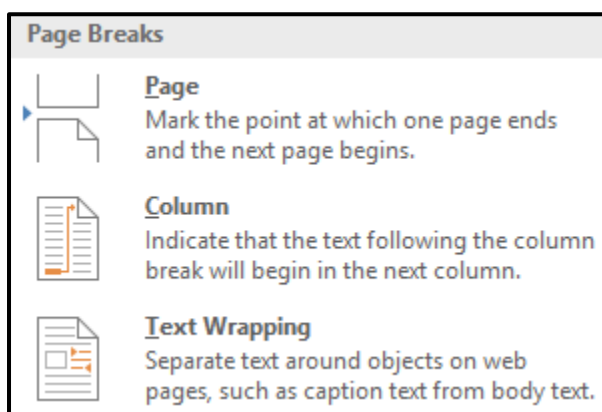
- | | |
|---|------------------------------------|
| • Bancroft Preparatory Academy | • Peterson's Precision Landscaping |
| • Candy Coaters and Shakes Ice Cream Parlor | • Shepard, Smith, & Wolfe |
| • Firehouse Dalmatian Rescue | • Tillie's Breakfast and Grill |
| • Fly by Day Events | • Wakanda Middle School |
| • General T. Sanders High School | |
| • Homes and Hope Charity | |
| • Julia A. Clark Middle School | |
| • Little Jumpers Equestrian Squad | |
| • Mason-Bowers Editing and Proofreading | |

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

4.3.3. Other types of breaks

When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help:

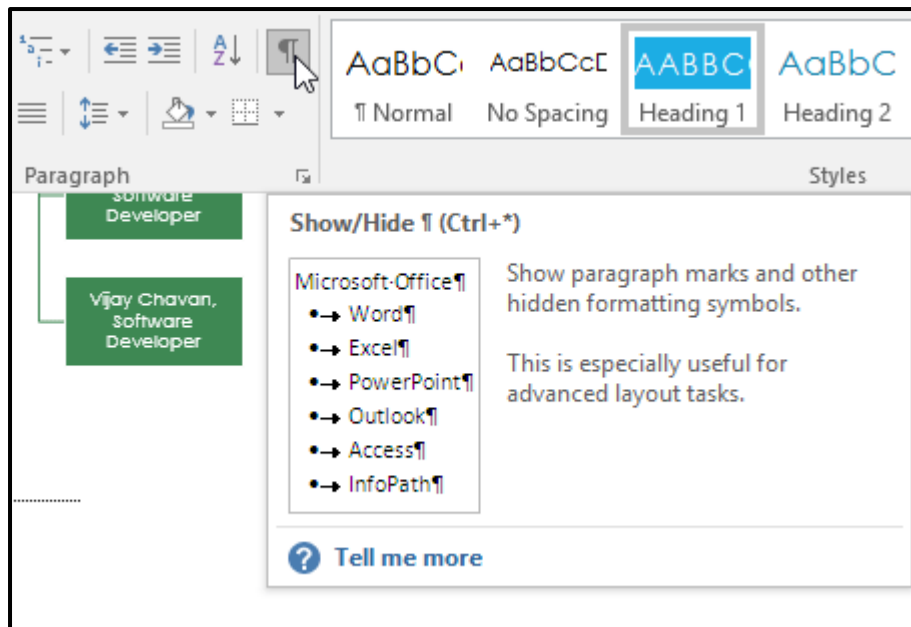
- **Column:** When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column. To learn more about how to create columns in your document, visit our lesson on [Columns](#).
- **Text wrapping:** When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image. Review our lesson on [Pictures and Text Wrapping](#) to learn more.



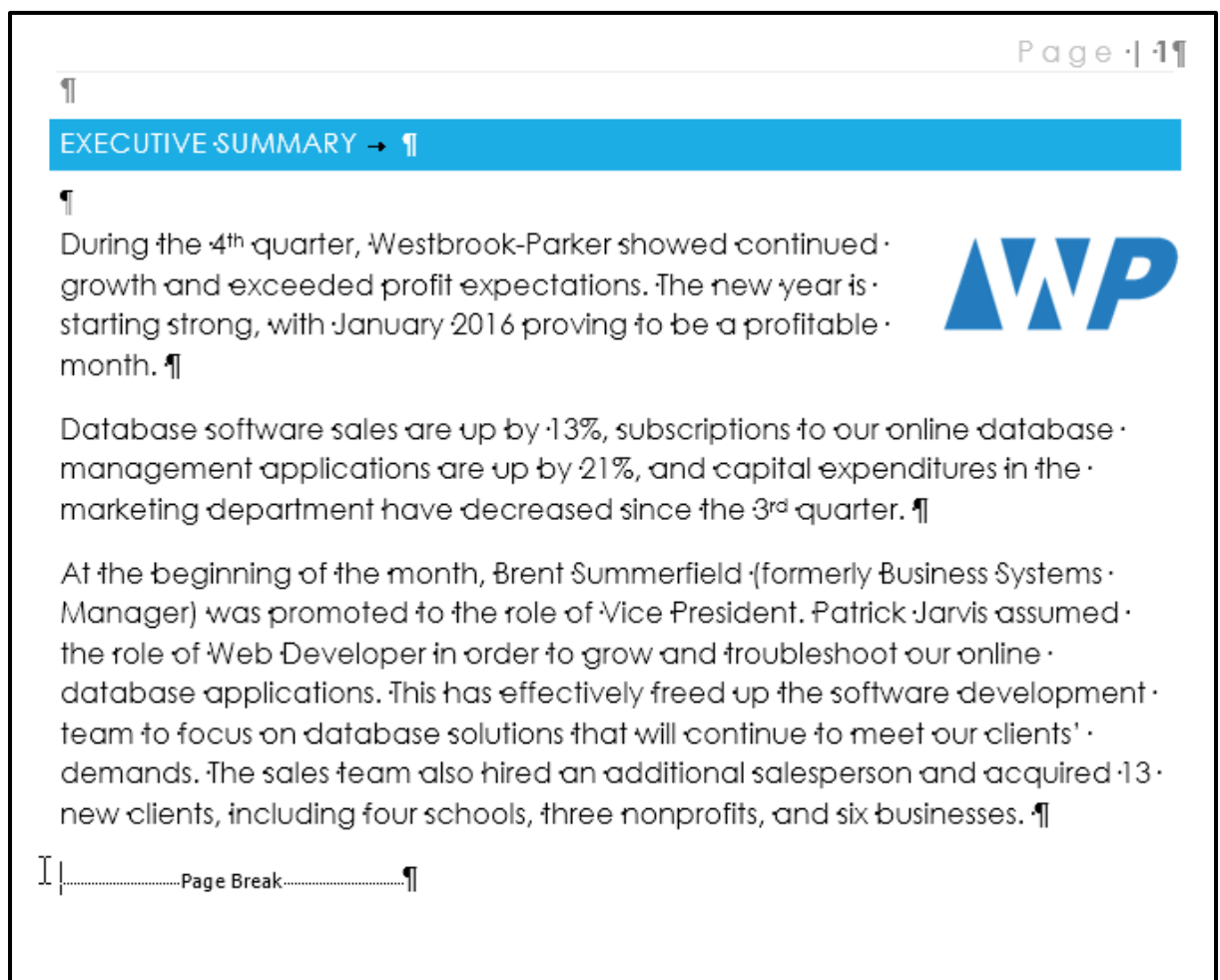
4.3.3.1. To delete a break:

By default, breaks are **hidden**. If you want to delete a break, you'll first need to show the breaks in your document.

1. On the **Home** tab, click the **Show/Hide** command.



2. Locate the **break** you want to delete, then place the insertion point at the beginning of the break.



3. Press the **Delete** key. The break will be deleted from the document.

EXECUTIVE SUMMARY → ¶



During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The new year is starting strong, with January 2016 proving to be a profitable month. ¶



Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter. ¶

At the beginning of the month, Brent Summerfield (formerly Business Systems Manager) was promoted to the role of Vice President. Patrick Jarvis assumed the role of Web Developer in order to grow and troubleshoot our online database applications. This has effectively freed up the software development team to focus on database solutions that will continue to meet our clients' demands. The sales team also hired an additional salesperson and acquired 13 new clients, including four schools, three nonprofits, and six businesses. ¶

¶ Clients report their satisfaction with the flexibility that our online database applications continue to afford them. The marketing department plans to study usage trends throughout the 1st and 2nd quarters so that the software development team can tailor our offerings to best meet demands. Marketing and sales trends indicate that our overall growth will continue. ¶

4.4. Columns

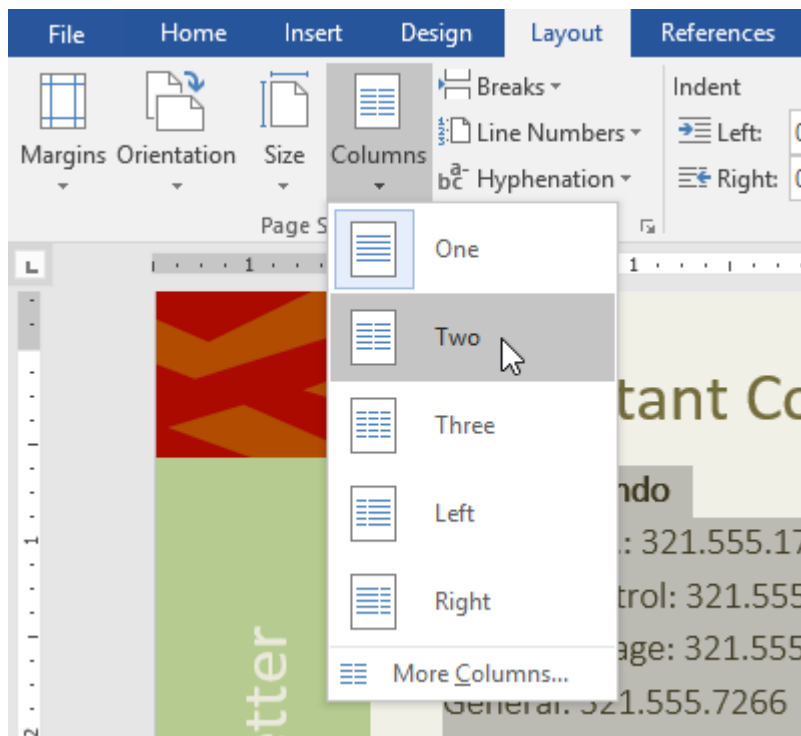
Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format. Word also allows you to adjust your columns by adding **column breaks**.

4.4.1. To add columns to a document:

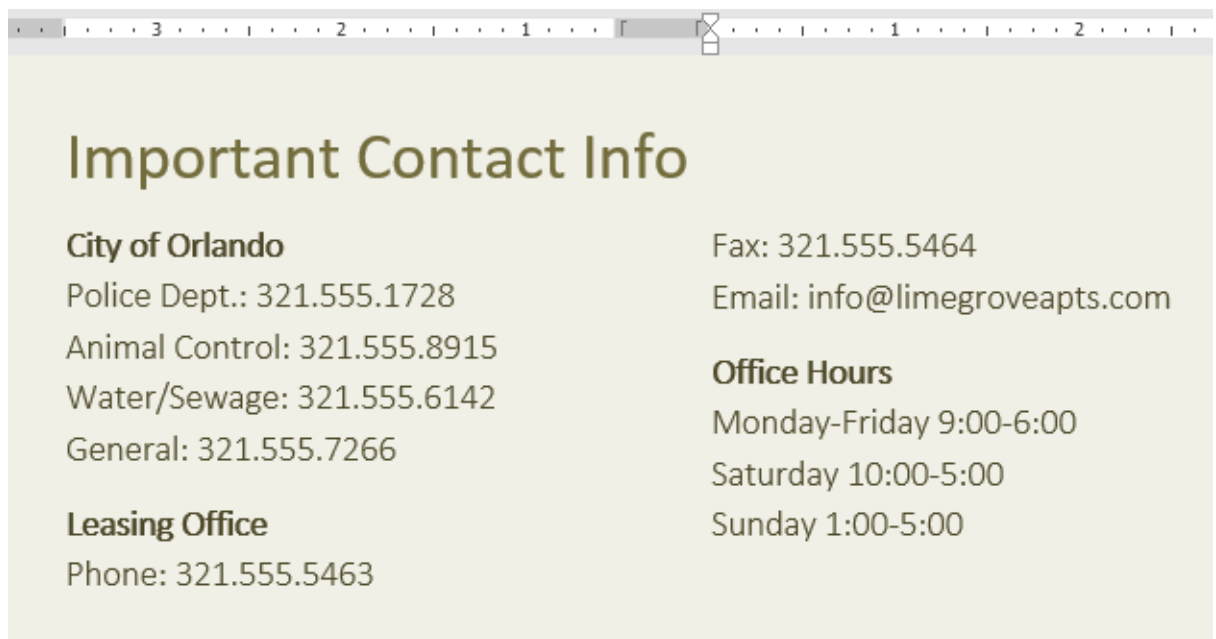
1. Select the text you want to format.



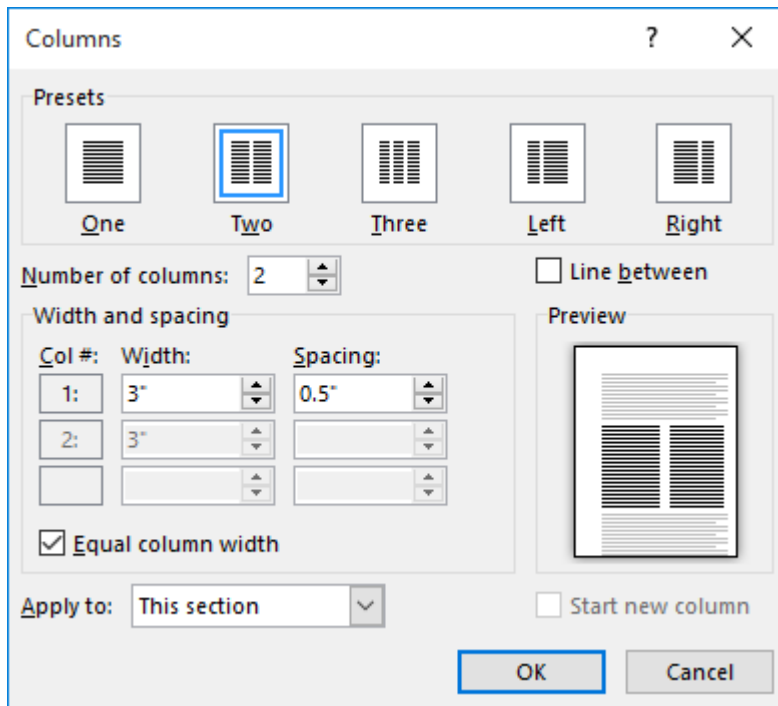
2. Select the **Layout** tab, then click the **Columns** command. A drop-down menu will appear.
3. Select the number of columns you want to create.



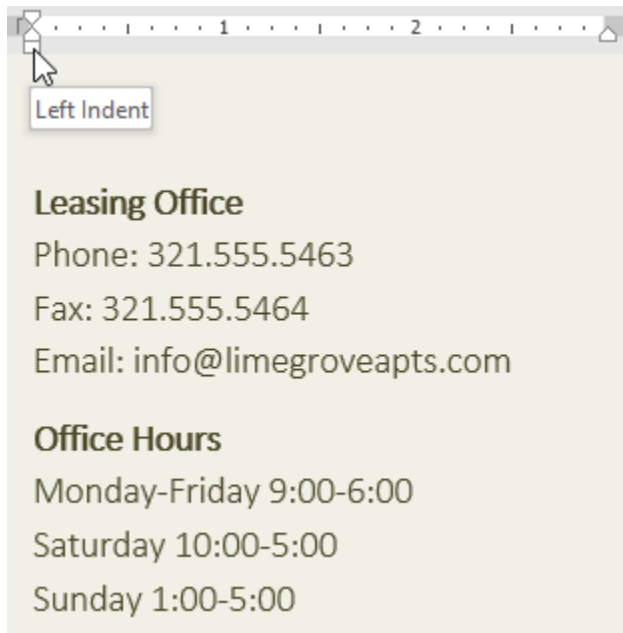
4. The text will format into columns.



Your column choices aren't limited to the drop-down menu that appears. Select **More Columns** at the bottom of the menu to access the **Columns** dialog box. Click the arrows next to **Number of columns:** to adjust the number of columns.

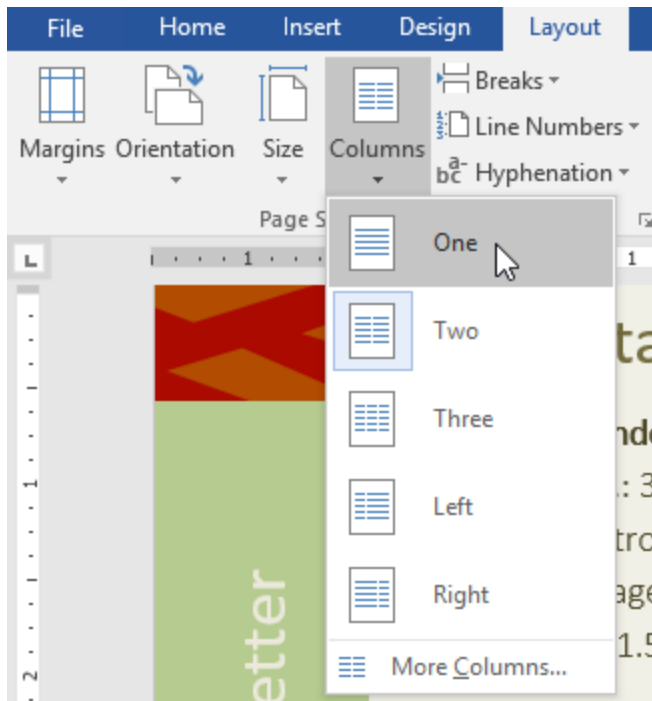


If you want to adjust the spacing and alignment of columns, click and drag the **indent markers** on the **Ruler** until the columns appear the way you want.



4.4.2. To remove columns:

To remove column formatting, place the insertion point anywhere in the columns, then click the **Columns** command on the **Layout** tab. Select **One** from the drop-down menu that appears.



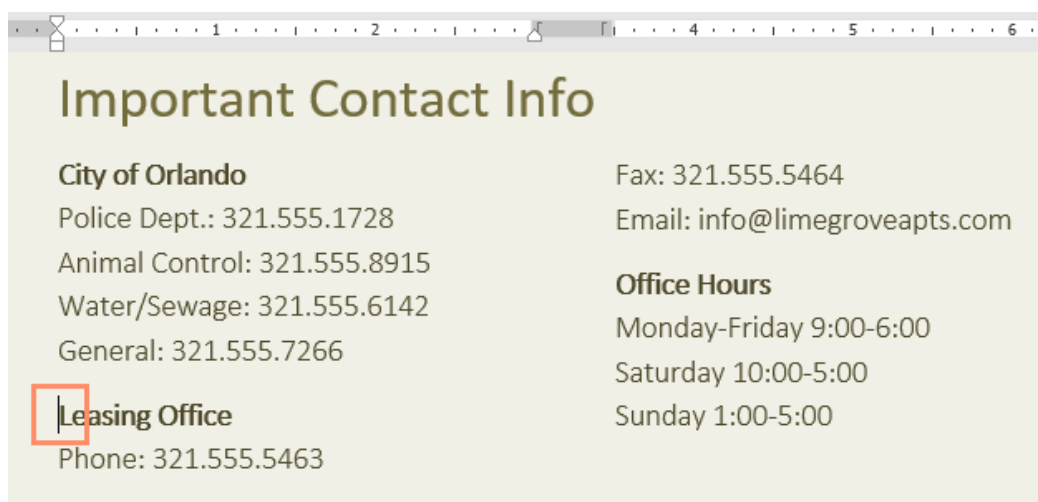
4.4.3. Adding column breaks

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a **column break**.

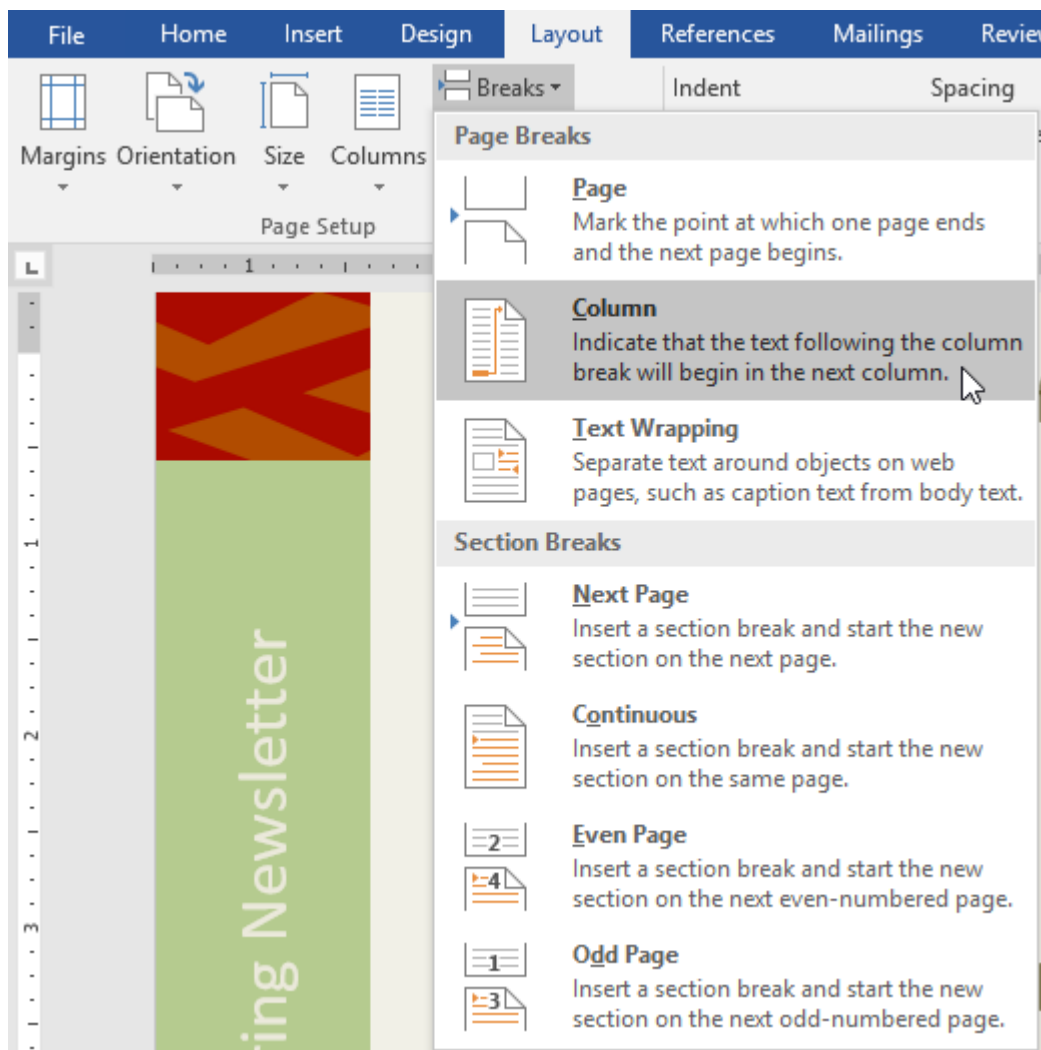
4.4.3.1. To add a column break:

In our example below, we'll add a column break that will move text to the beginning of the next column.

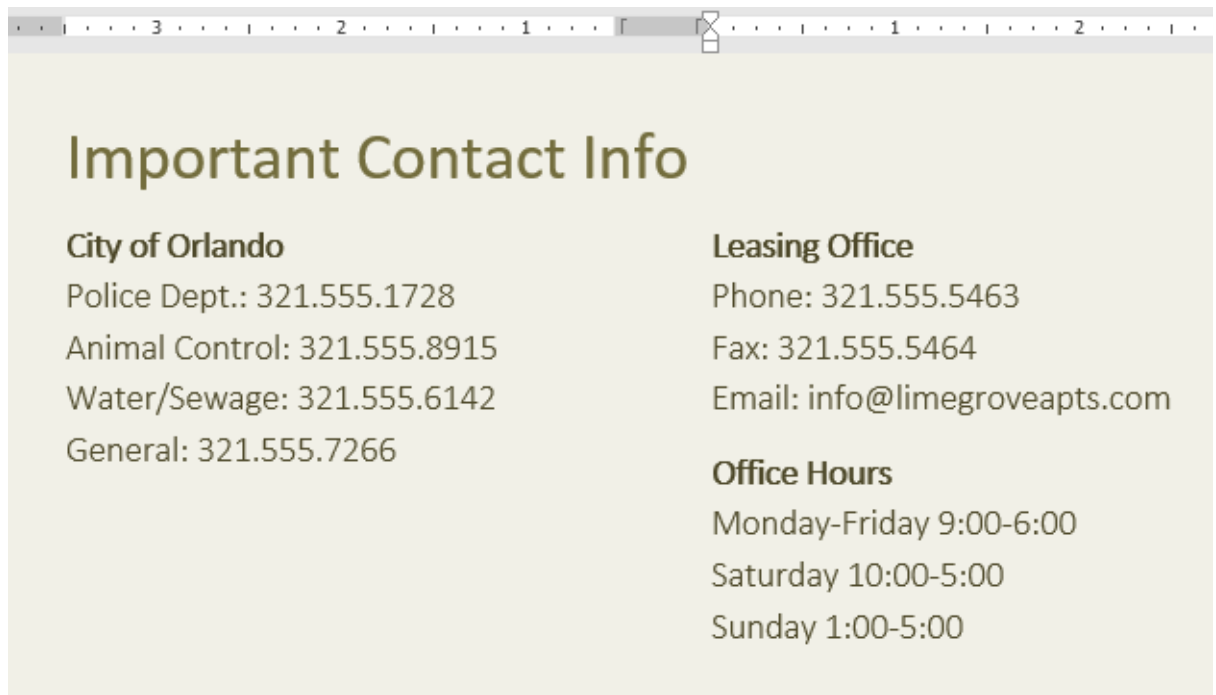
1. Place the **insertion point** at the beginning of the text you want to move.



2. Select the **Layout** tab, then click the **Breaks** command. A drop-down menu will appear.
3. Select **Column** from the menu.

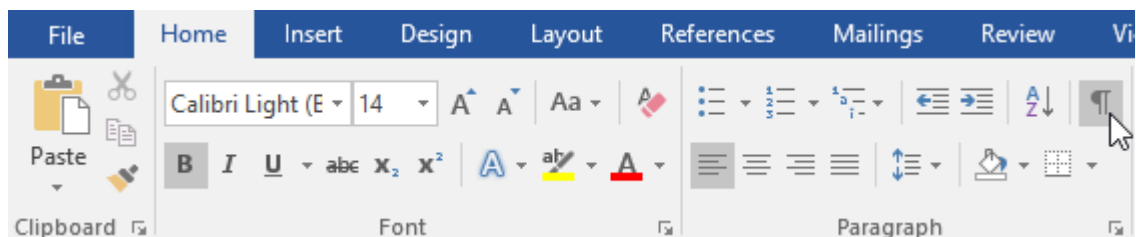


4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.

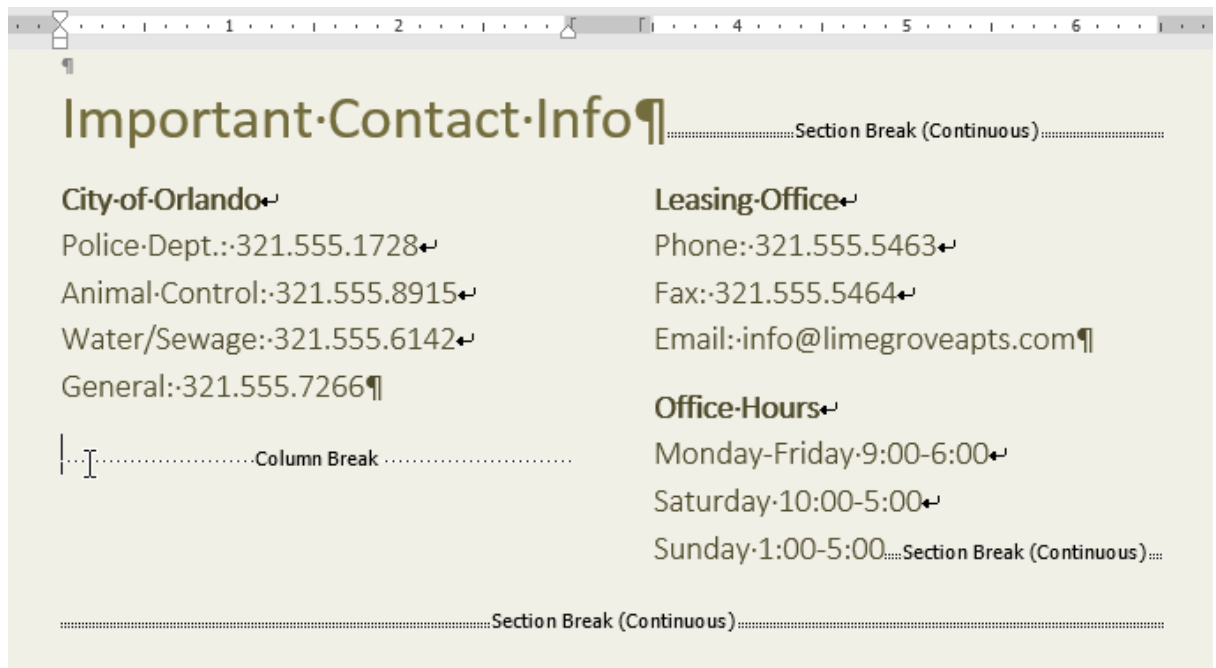


4.4.3.2. To remove column breaks:

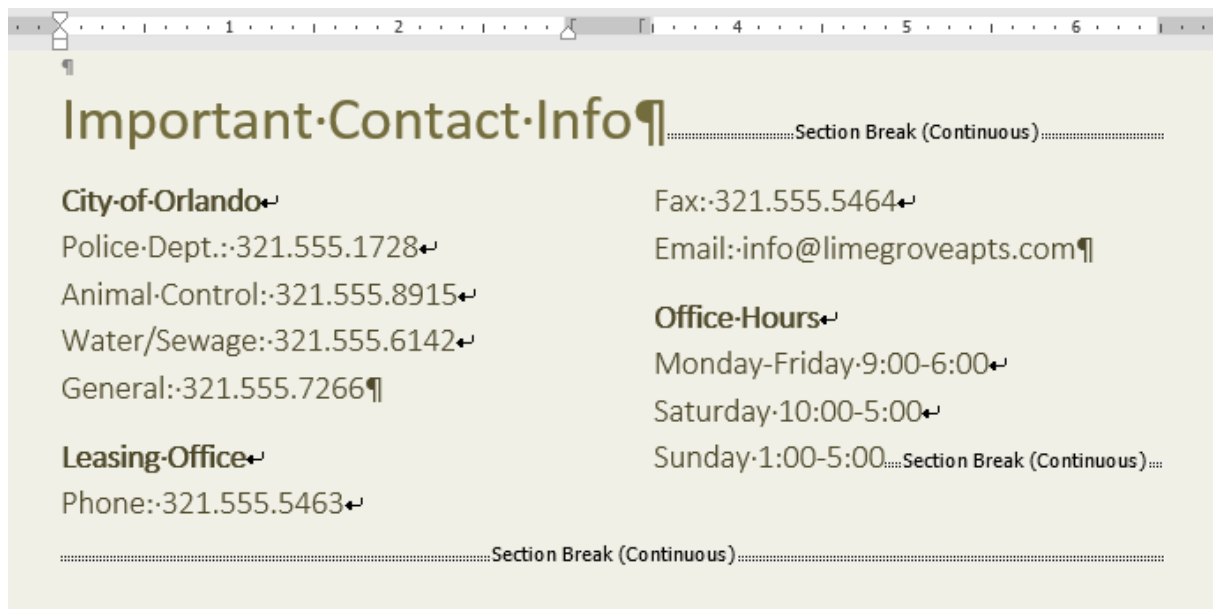
1. By default, breaks are hidden. If you want to show the breaks in your document, click the **Show/Hide** command on the **Home** tab.



2. Place the insertion point to the left of the break you want to delete.



3. Press the delete key to remove the break.



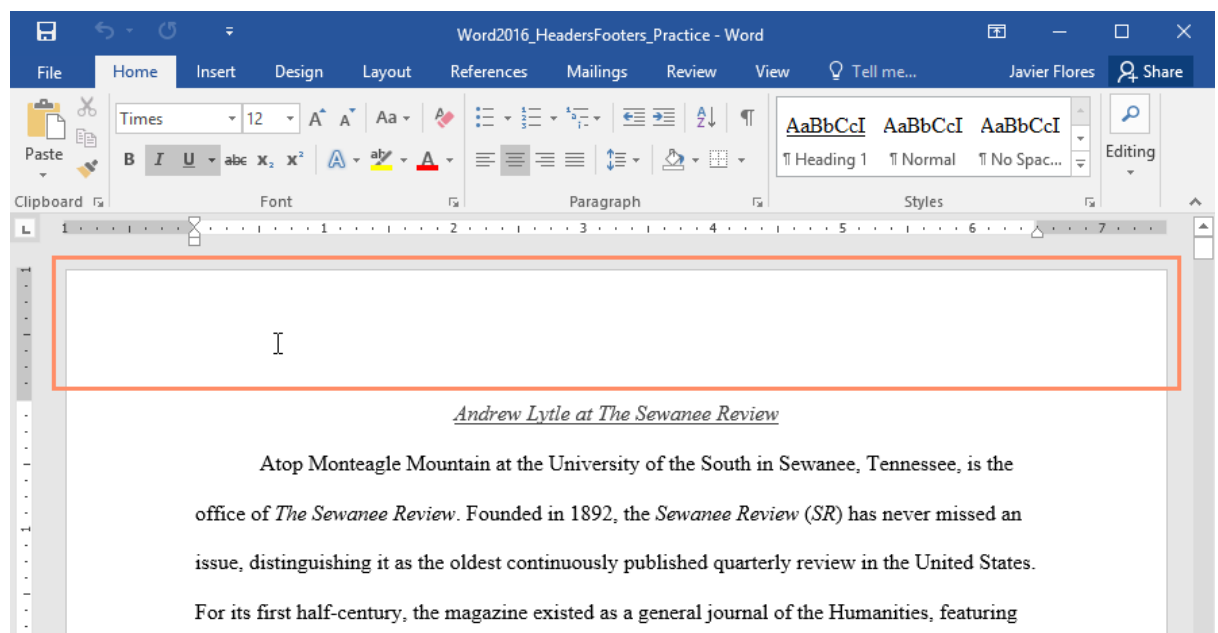
4.5. Headers and Footers

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers**, **dates**, **an author's name**, and **footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

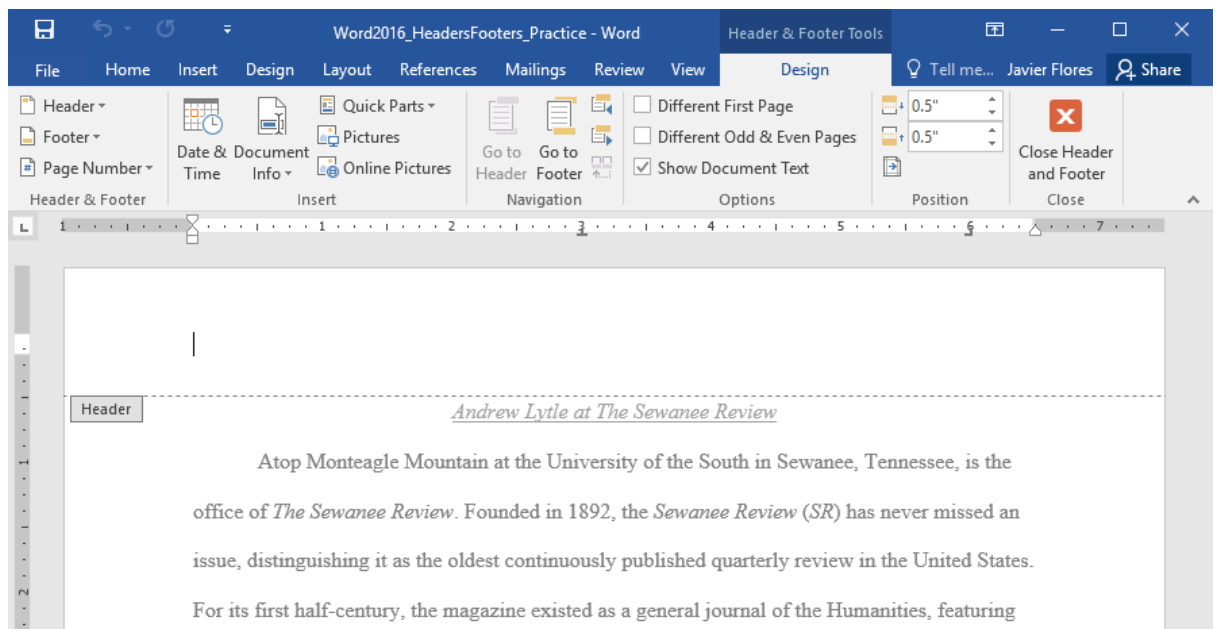
4.5.1. To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

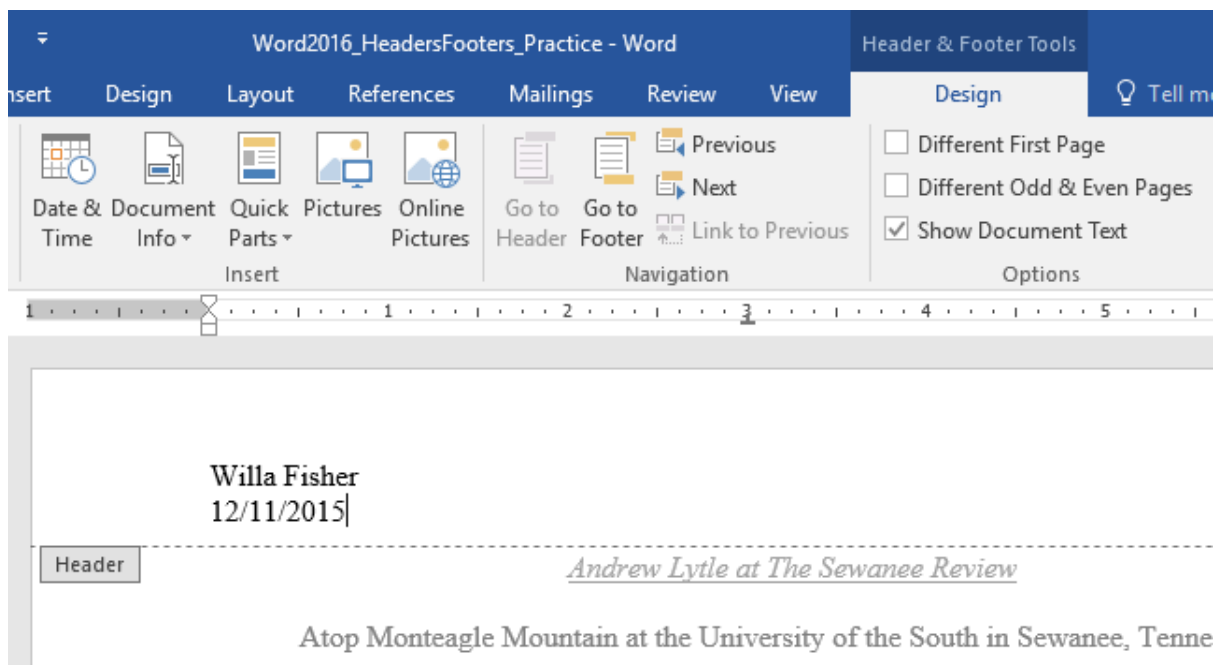
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



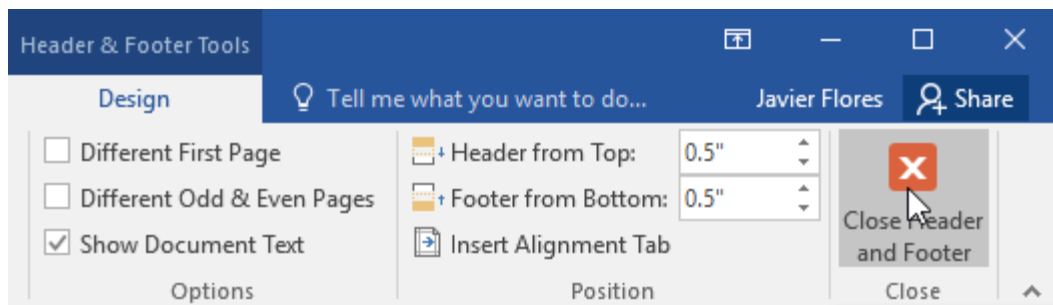
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



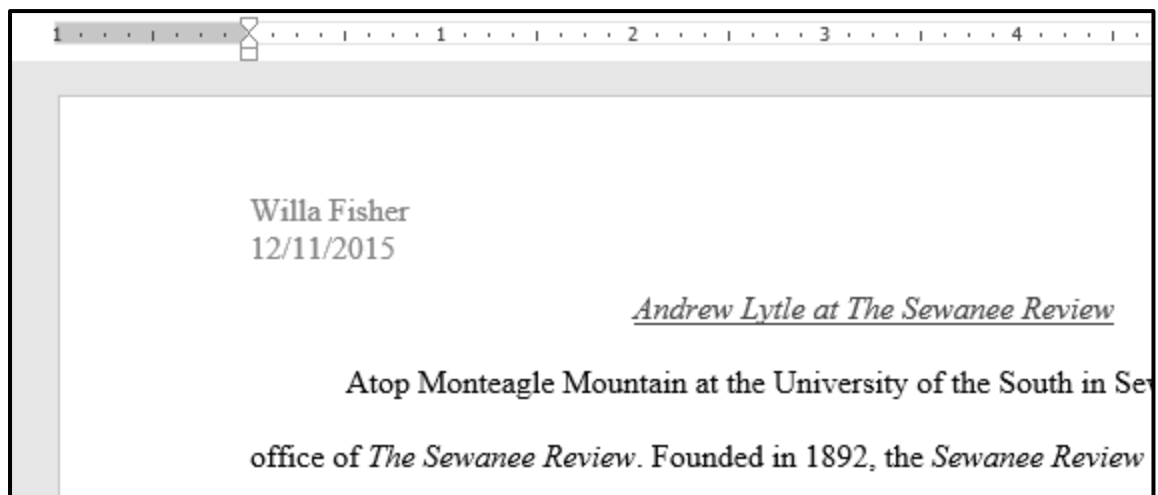
3. Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.



4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



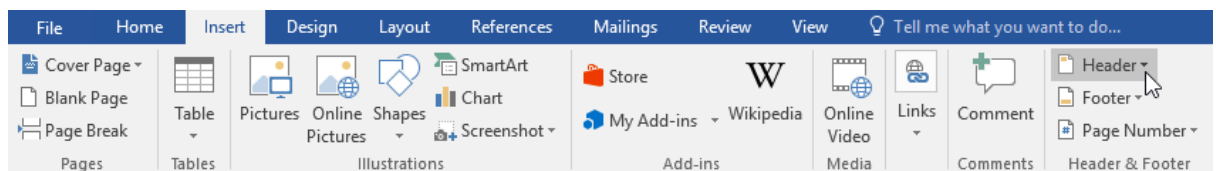
5. The header or footer text will appear.



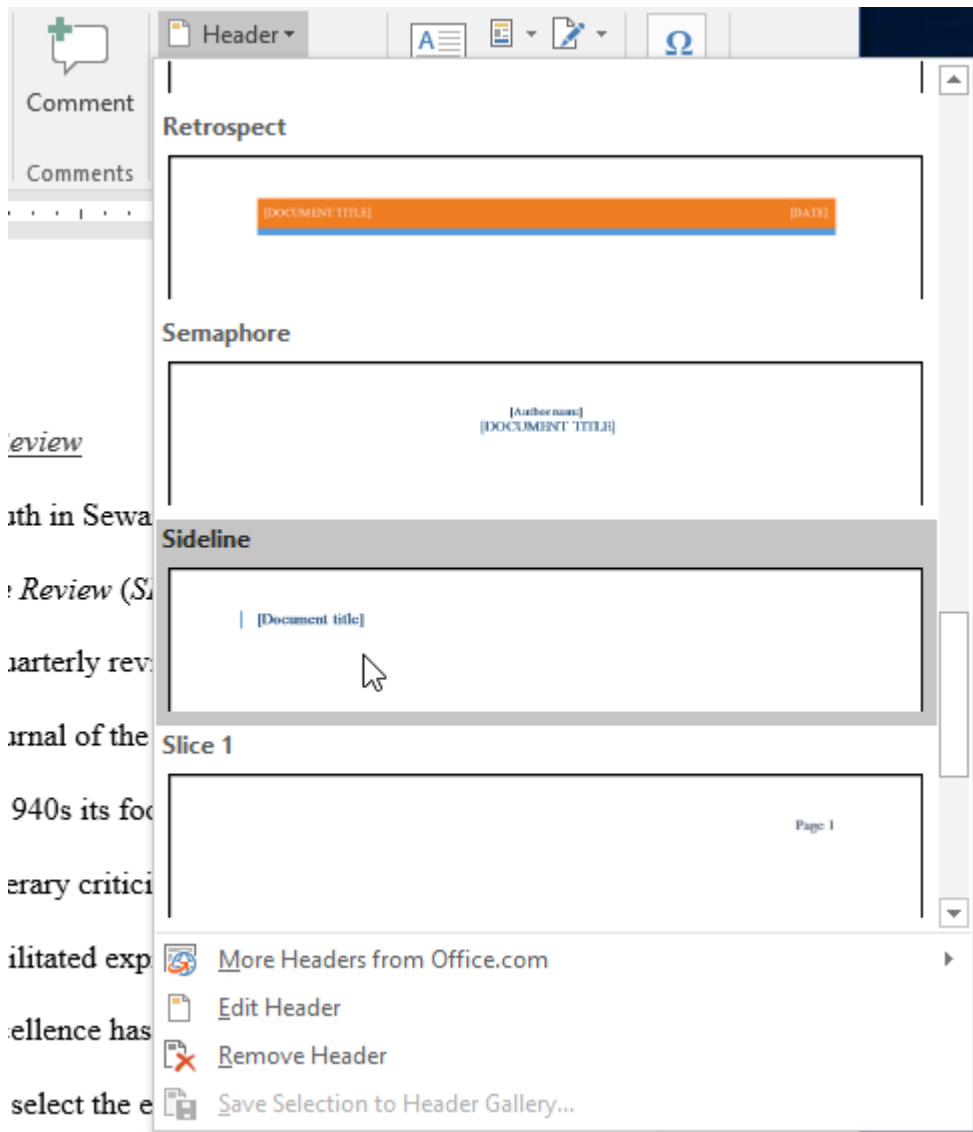
4.5.2. To insert a preset header or footer:

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

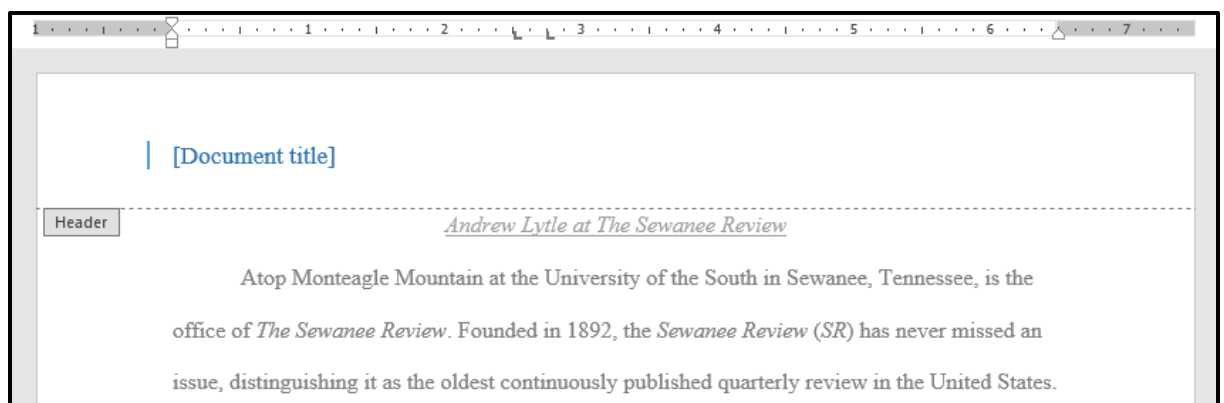
1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.



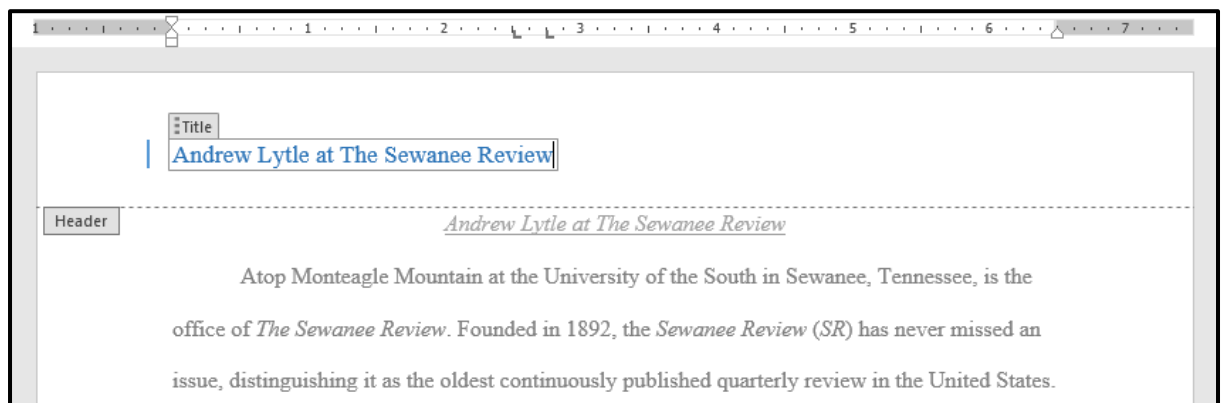
2. In the menu that appears, select the desired **preset header or footer**.



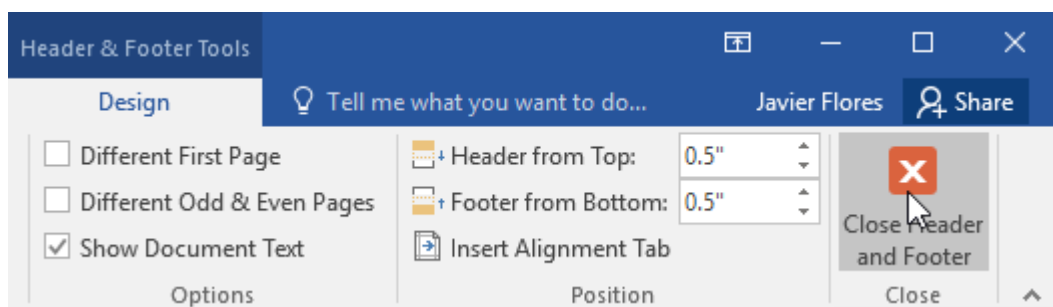
3. The header or footer will appear. Many preset headers and footers contain text placeholders called **Content Control** fields. These fields are good for adding information like the document title, author's name, date, and page number.



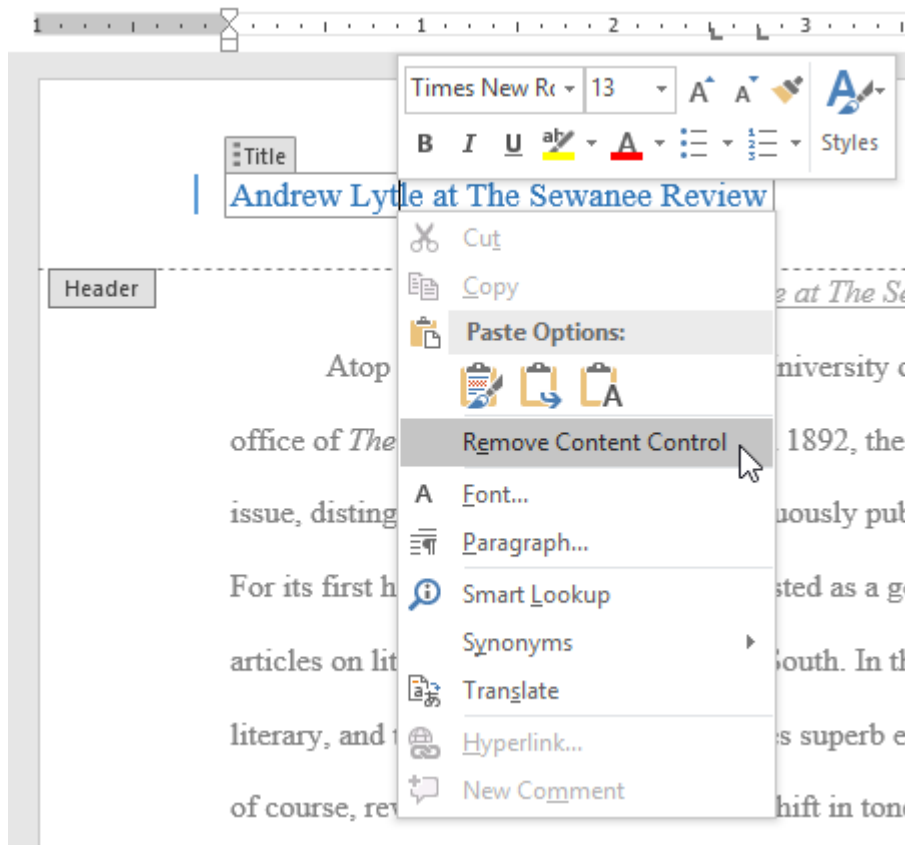
4. To edit a Content Control field, click it and type the **desired information**.



5. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

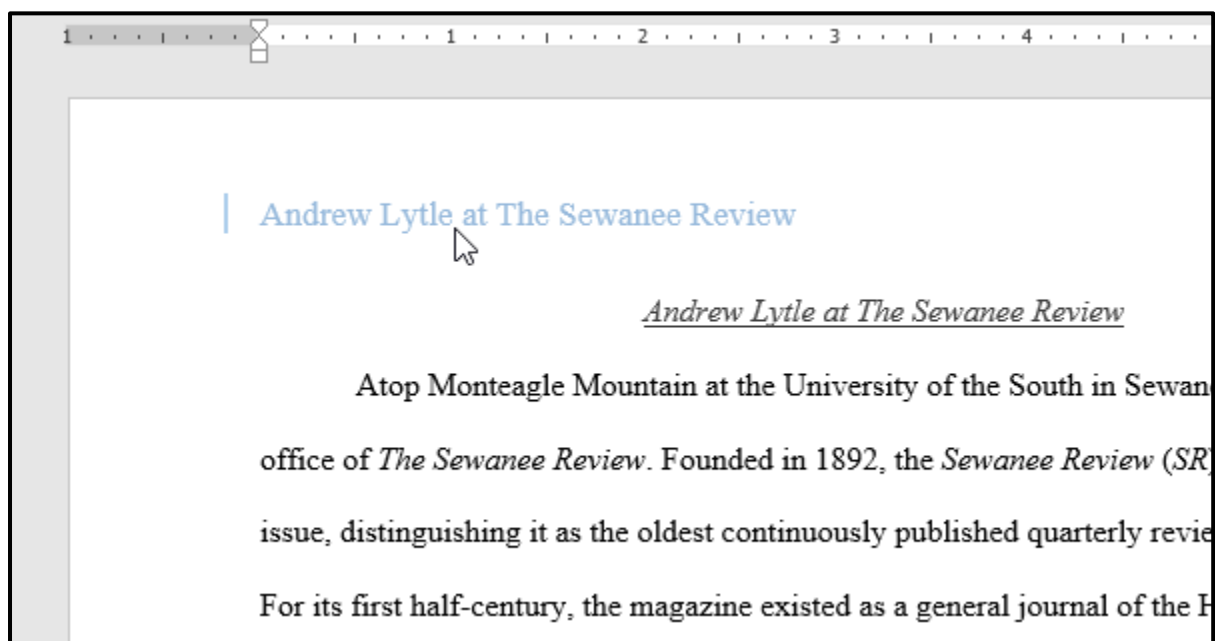


If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.



4.5.3. Editing headers and footers

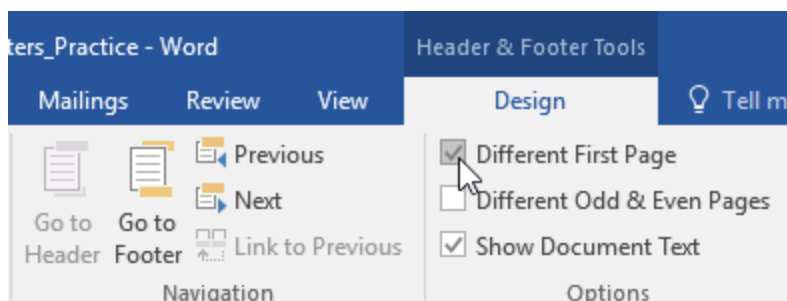
After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



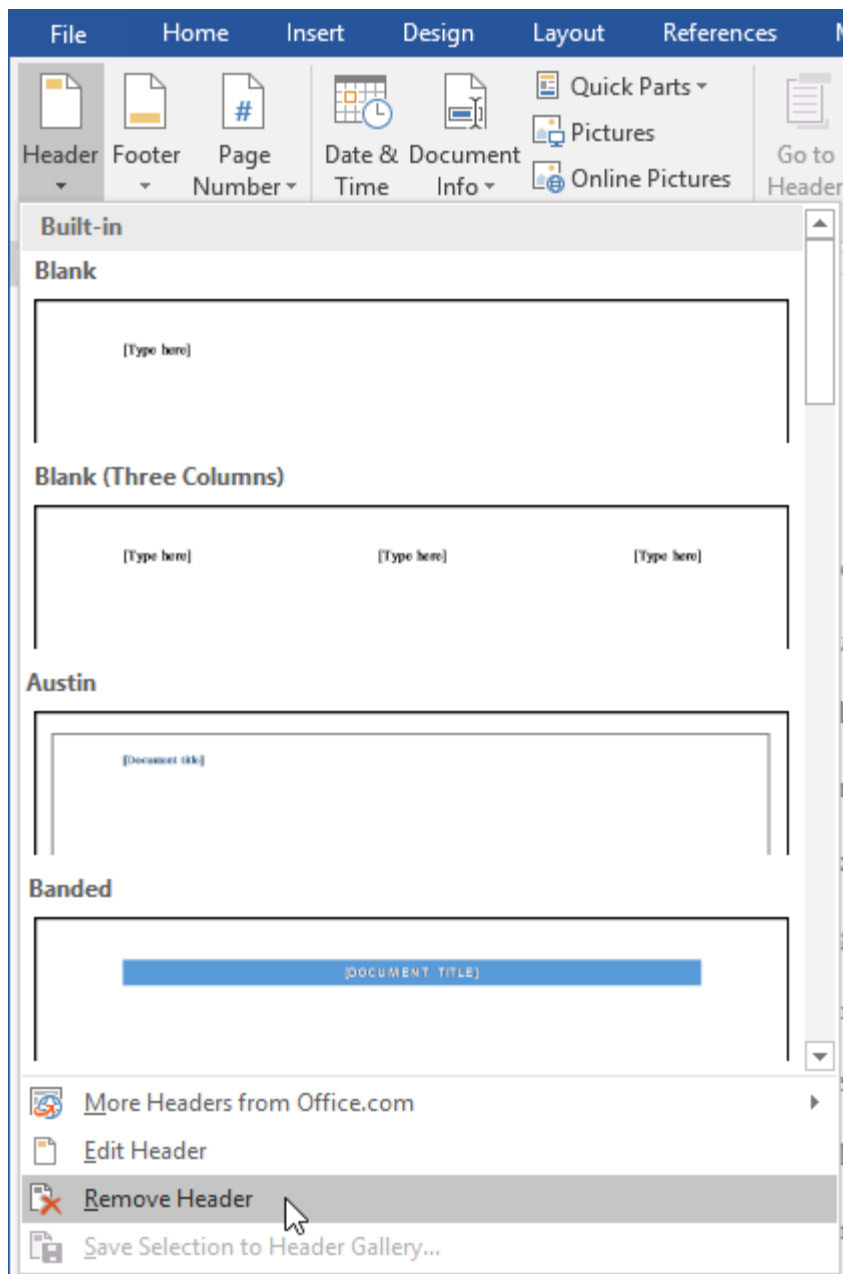
4.5.3.1. Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon, giving you various editing options:

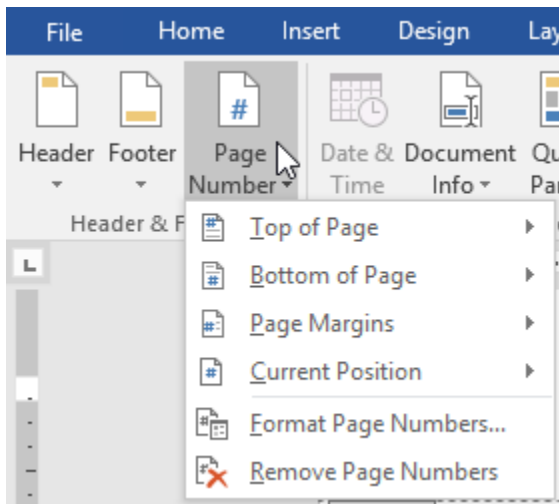
- **Hide the first-page header and footer:** For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first-page header and footer, check the box next to **Different First Page**.



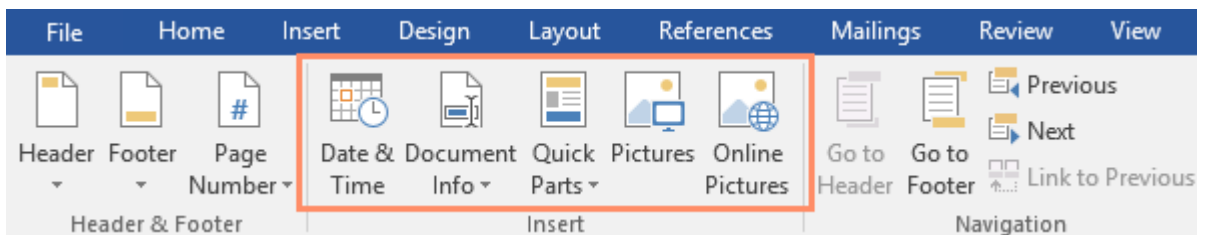
- **Remove the header or footer:** If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears. Similarly, you can remove a footer using the **Footer** command.



- **Page Number:** You can automatically number each page with the Page Number command.



- **Additional options:** With the commands available in the Insert group, you can add the **date and time**, **document info**, **pictures**, and more to your header or footer.



4.5.3.2. To insert the date or time into a header or footer:

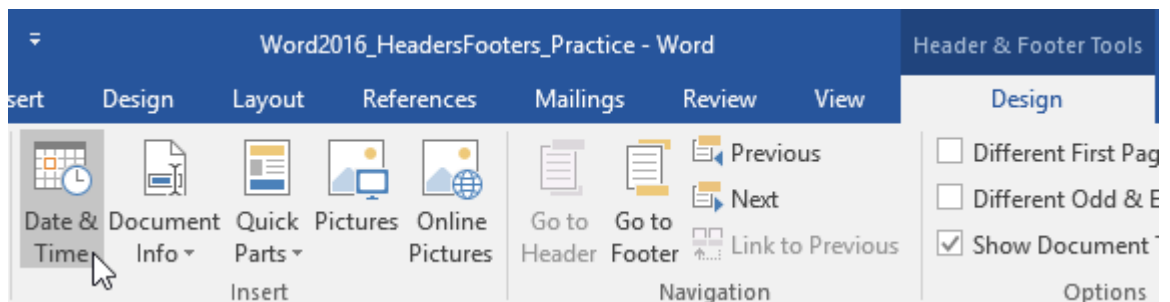
Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

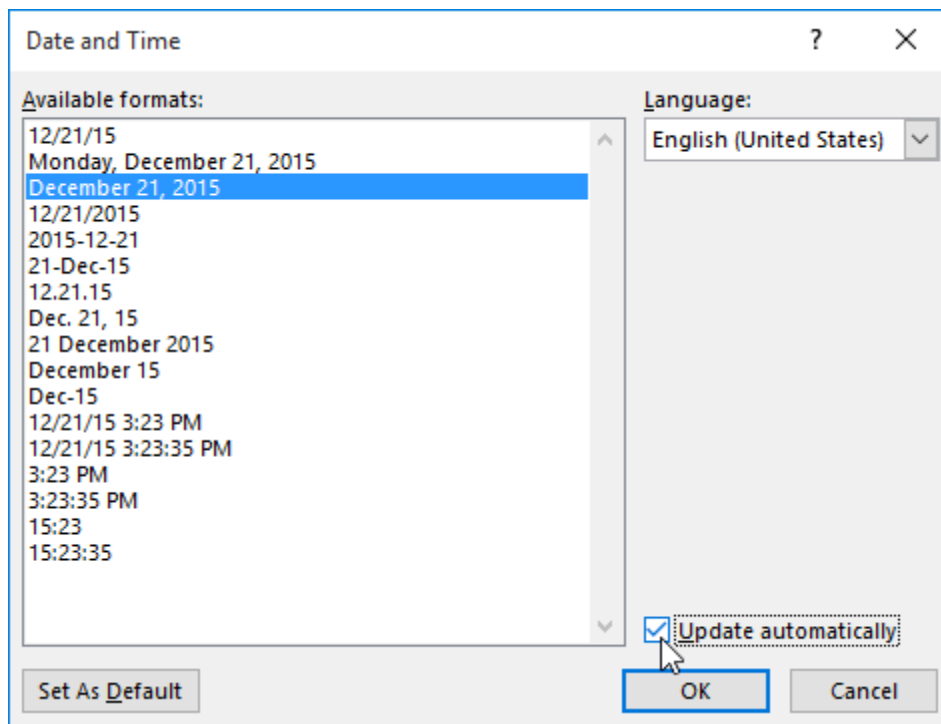
1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.



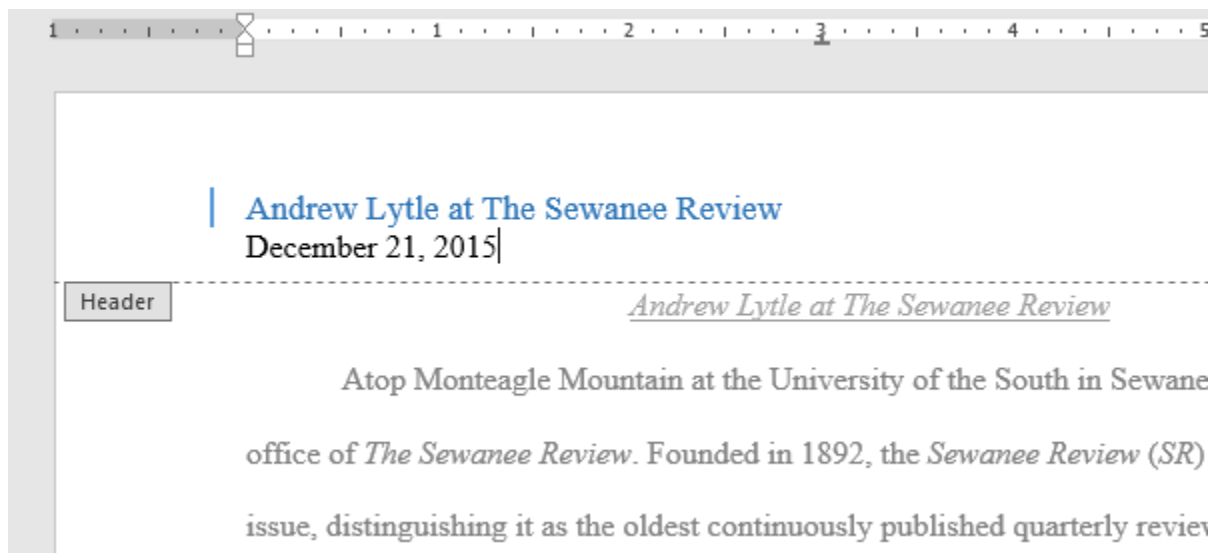
2. The **Design** tab will appear. Click the **Date & Time** command.



3. The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.
4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.
5. Click **OK**.



6. The date will appear in the header.



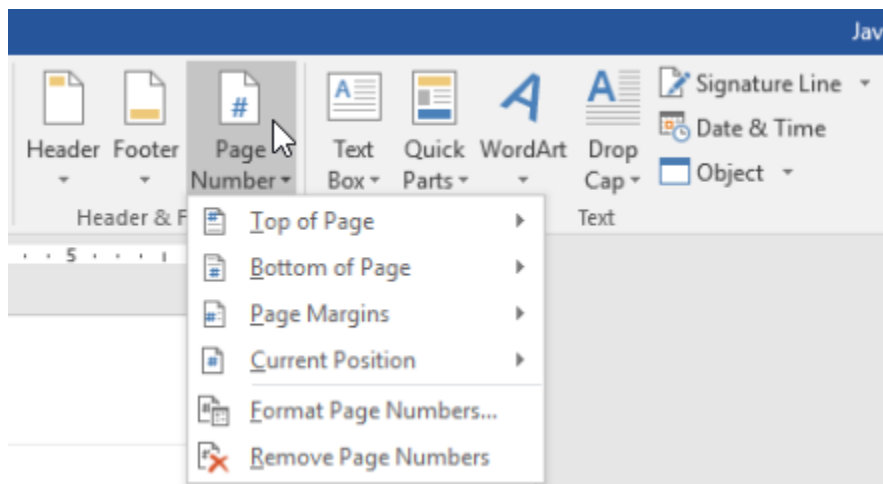
4.6. Page Numbers

Page numbers can be used to automatically number each page in your document. They come in a wide range of number formats and can be customized to suit your needs. Page numbers are usually placed in the **header**, **footer**, or **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

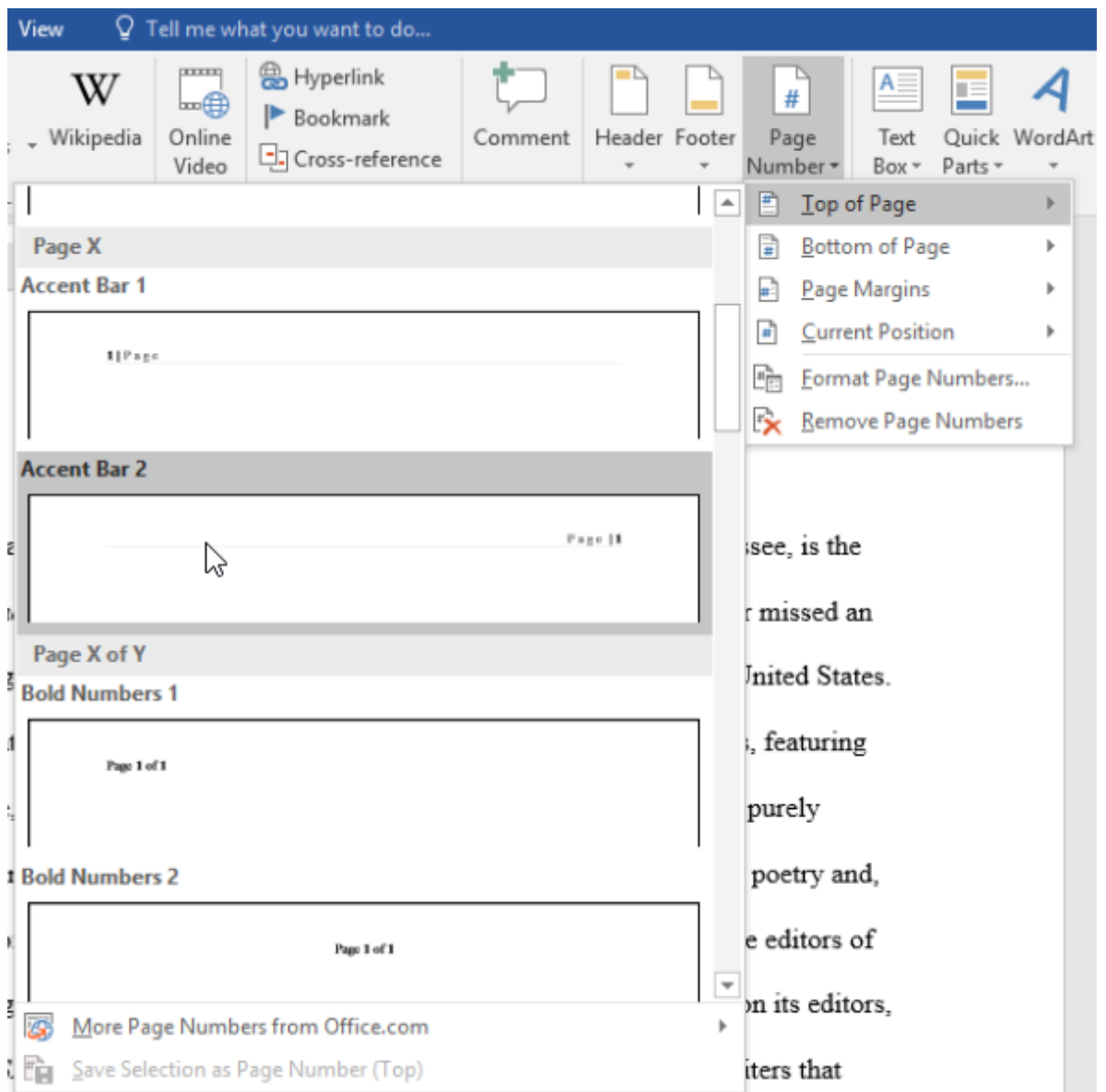
4.6.1. To add page numbers:

Word can automatically label each page with a page number and place it in a header, footer, or side margin. If you have an existing header or footer, it will be removed and replaced with the page number.

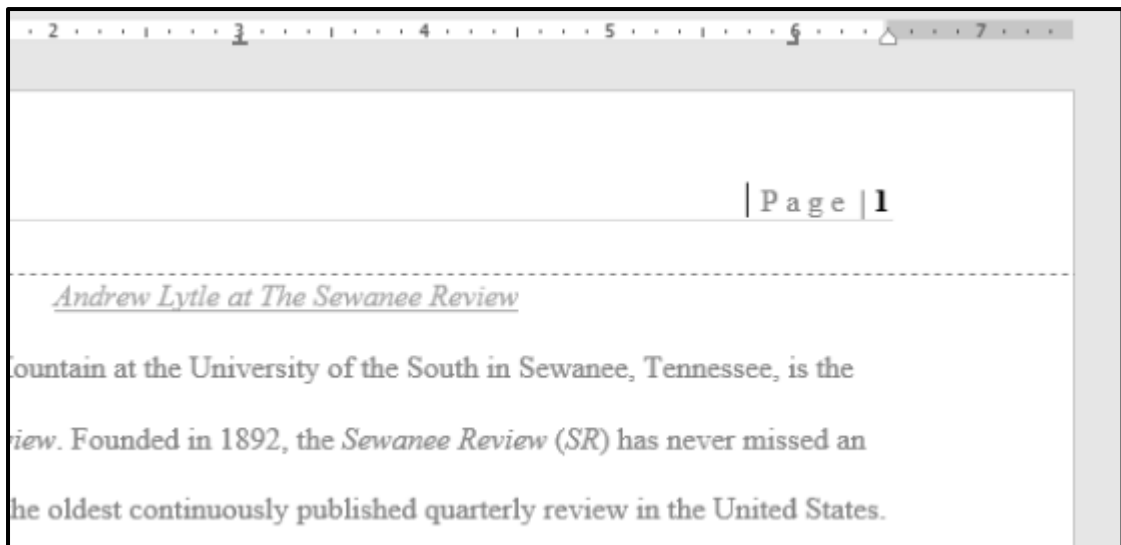
1. On the **Insert** tab, click the **Page Number** command.



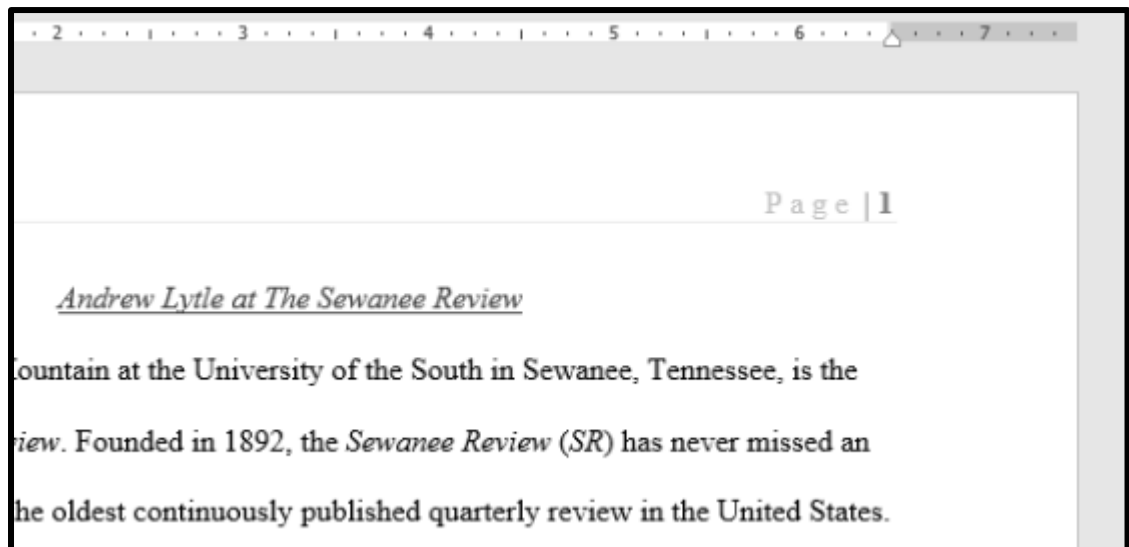
2. Open the **Top of Page**, **Bottom of Page**, or **Page Margin** menu, depending on where you want the page number to be positioned. Then select the desired style of header.



3. Page numbering will appear.



4. Press the **Esc** key to lock the header and footer.



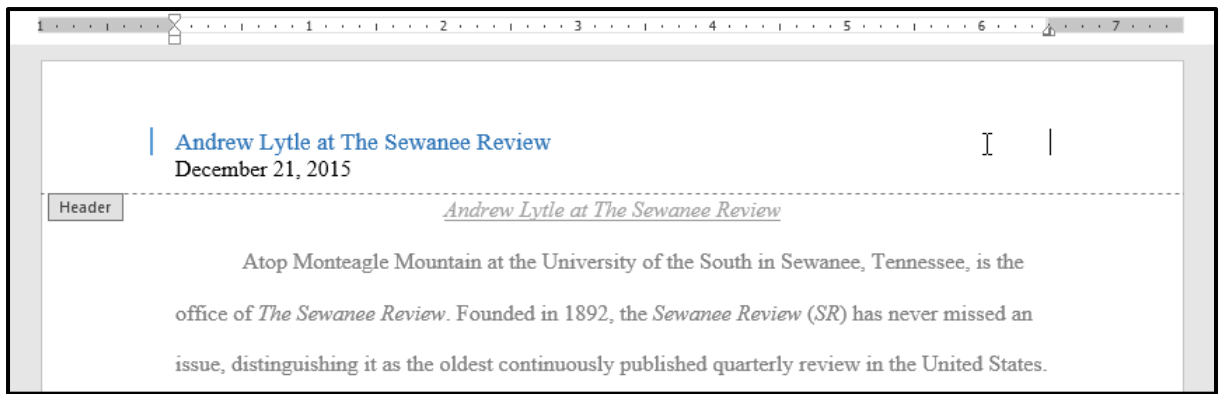
5. If you need to make any changes to your page numbers, simply double-click the header or footer to unlock it.

If you've created a page number in the **side margin**, it's still considered part of the **header** or **footer**. You won't be able to select the page number unless the header or footer is selected.

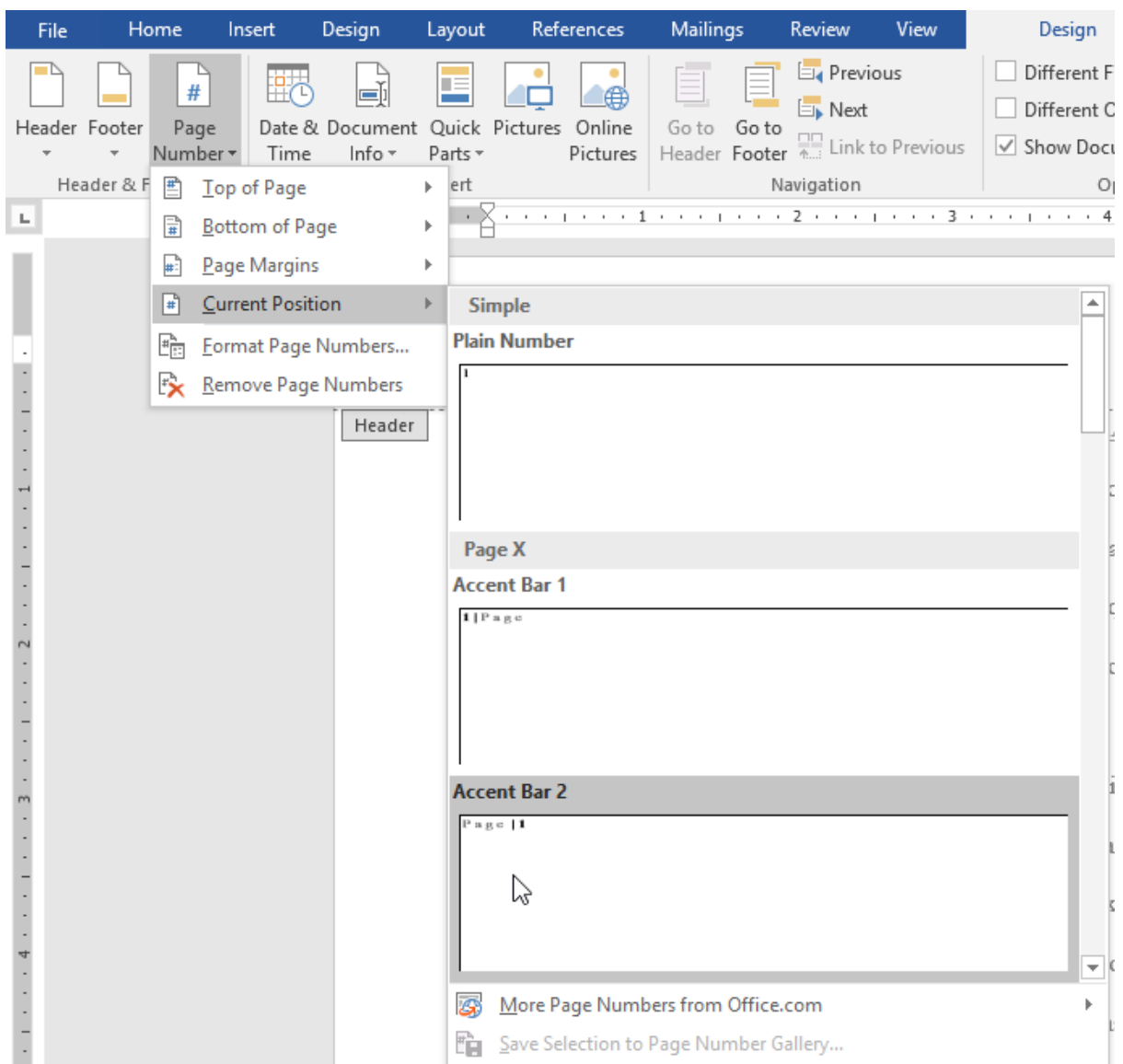
4.6.2. To add page numbers to an existing header or footer:

If you already have a header or footer and you want to add a page number to it, Word has an option to automatically insert the page number into the existing header or footer. In our example, we'll add page numbering to our document's header.

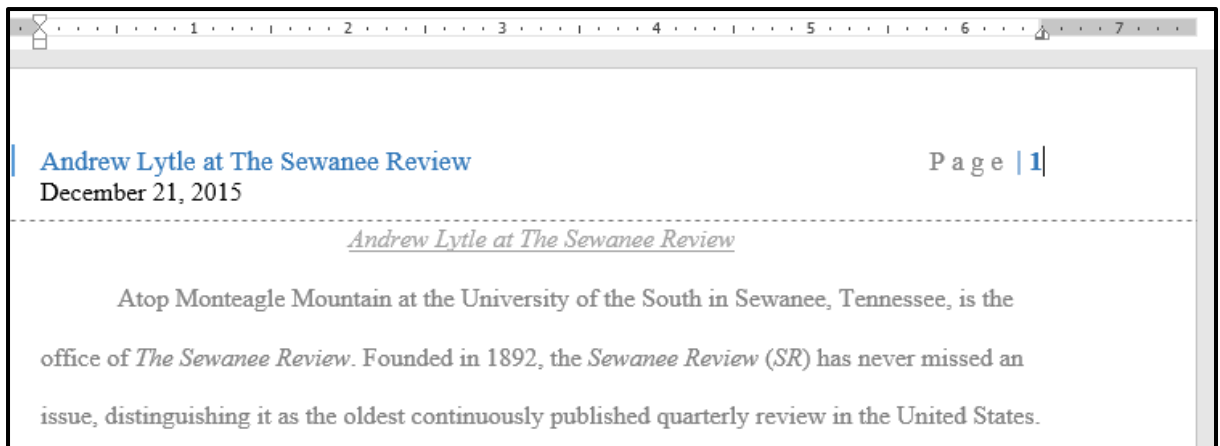
1. Double-click anywhere on the **header** or **footer** to **unlock** it.



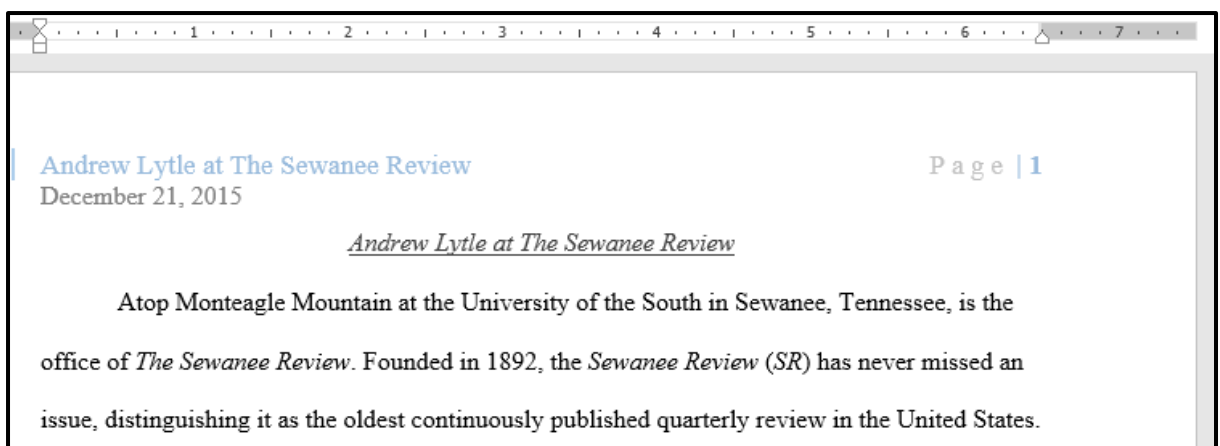
2. On the **Design** tab, click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



3. Page numbering will appear.



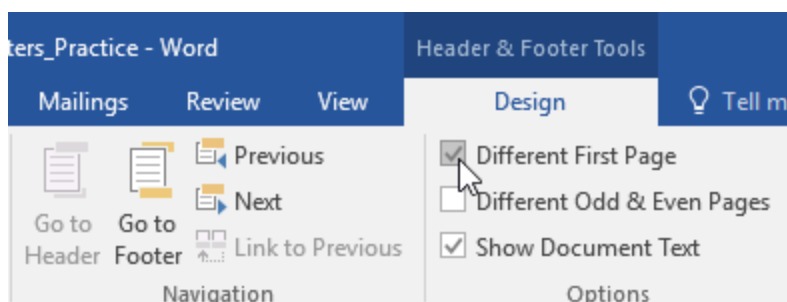
4. When you're finished, press the **Esc** key.



4.6.3. To hide the page number on the first page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

1. Double-click the header or footer to unlock it.
2. From the Design tab, place a check mark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the first page.

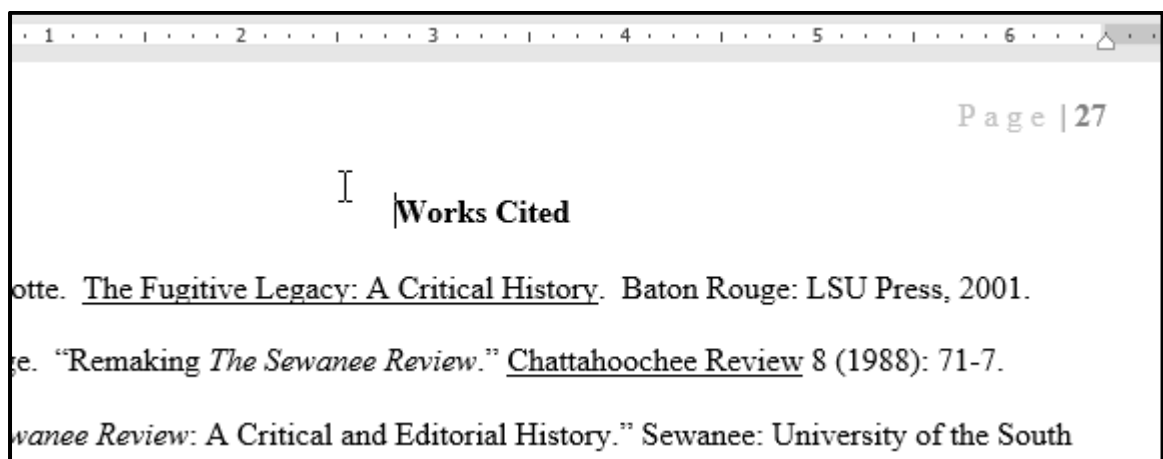


If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected. Click in an empty area within the header or footer to make sure nothing is selected.

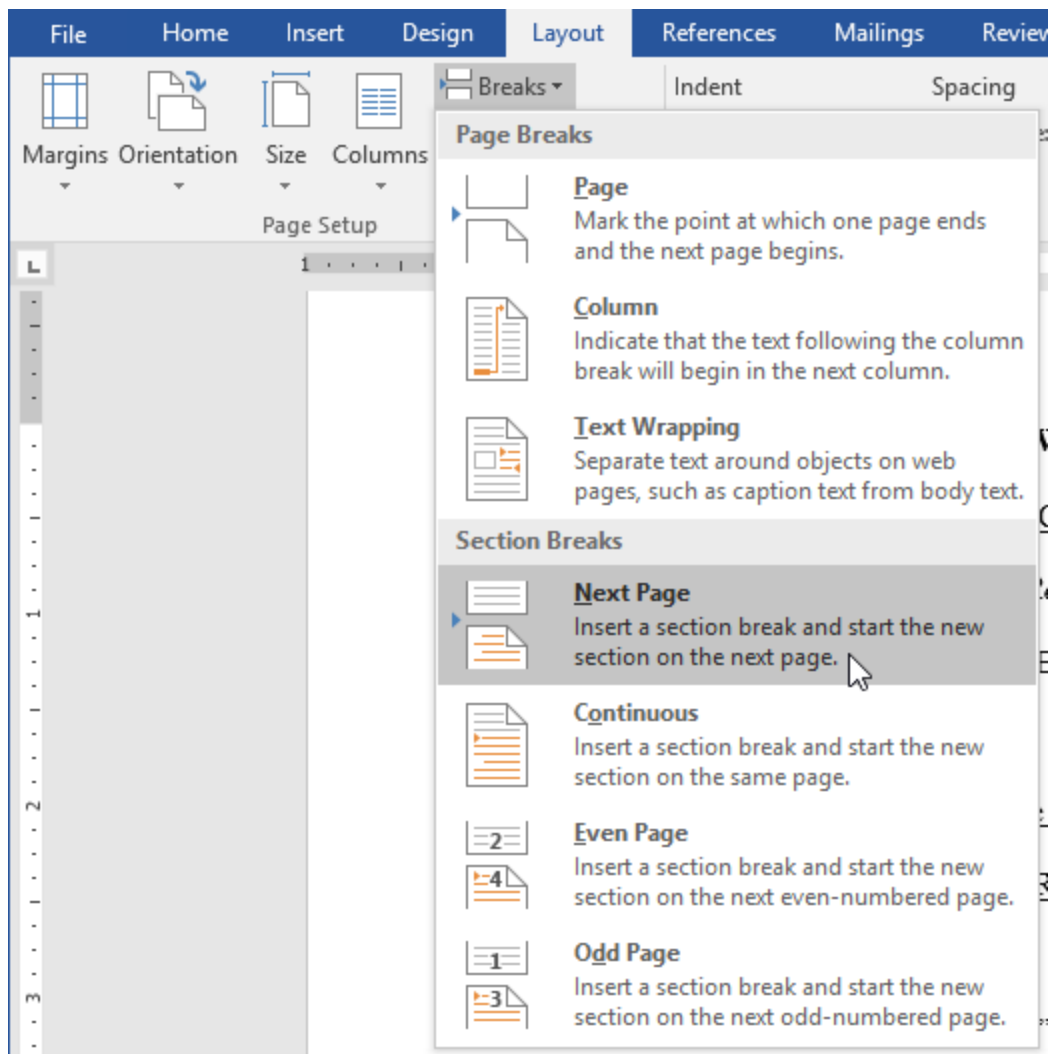
4.6.4. To restart page numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

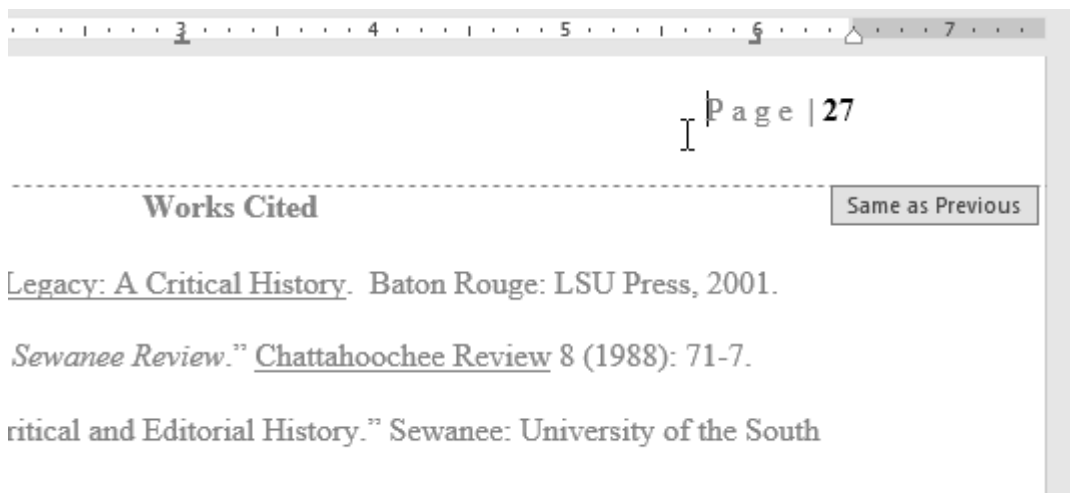
1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.



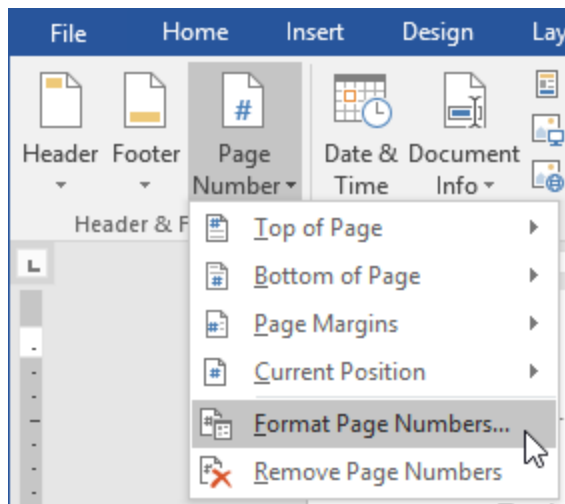
2. Select the **Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.



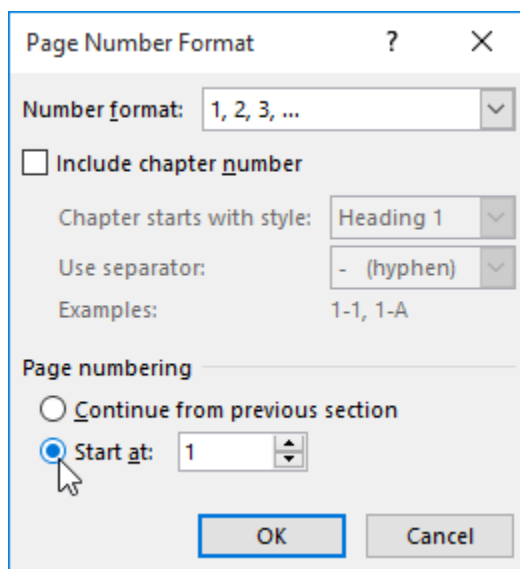
3. A section break will be added to the document.
4. Double-click the **header or footer** containing the page number you want to restart.



5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.



6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number. When you're done, click **OK**.



7. The page numbering will restart.

3 4 5 6 7	Page 1 Works Cited <u>Legacy: A Critical History</u>. Baton Rouge: LSU Press, 2001. <i>Sewanee Review</i>." <u>Chattahoochee Review</u> 8 (1988): 71-7. ritical and Editorial History." Sewanee: University of the South
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