Microsoft Word 2007—
Office Word 2007 is a powerful authoring program that gives you the ability to create and share documents by combining a comprehensive set of writing tools with the easy-to-use Microsoft Office Fluent user interface.

Requirements—  Windows XP or Windows Vista, Microsoft Office 2007

What do you want to do?
I have a MS Word document with several pages. I have already placed a title in the header and placed my footer to set page numbers.

1. What are some things to consider before I begin creating sections/chapters in my document?
2. What is the difference between a “Page Break” and “Section Break (Next Page)”
3. How do I give each chapter a new header?
4. How do I restart the page numbering system for each chapter?

Things to consider before you begin

1.1
To help view how your document will be divided, turn on the “hide/show paragraph” tool (located within the “Home” tab).

This tool shows paragraph marks and other hidden formatting symbols.

1.2
If the “hide/show paragraph” tool is turned on, the formatting style of the document will be visible.

1.3
Common formatting styles that may now be visible in the document.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam aliquet, a eleifend, diam ut consectetur euismod, odio lectus condimentum lacinus, at
1.4

In this example, http://www.coe.uh.edu/cite/training/tutorials/office/chapters-example.doc, the document has three chapters with subpages in each chapter.

<table>
<thead>
<tr>
<th>Header A</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1 Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 1a (with Footer A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 1b (with Footer A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 1c (with Footer A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section Break (Next Page)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Header B</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2 Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 2a (with Footer B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 2b (with Footer B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 2c (with Footer B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section Break (Next Page)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Header C</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 3 Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 3a (with Footer C)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 3b (with Footer C)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle 3c (with Footer C)</td>
<td></td>
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</tbody>
</table>
2.1

A “Page Break” marks the point at which one page ends and the next page begins (while still being in the same section/chapter).

To insert a “Page Break”, click on the “Page Layout” tab → “Breaks” → “Page”

The paragraph format icon will look like:

\[--------Page Break--------\]

2.2

A “Section Break (Next Page)” inserts a break and starts the new section on the next page.

To insert a “Section Break (Next Page)”, place your cursor in the area to begin and new section/chapter, click on “Page Layout” → “Breaks” → “Next Page”

The paragraph format icon will look like:

\[----------Section Break (Next Page)----------\]

2.3

Place “Page Breaks” and “Section Breaks (Next Page)” in the proper areas of your document (refer to graphic 1.4 as an example).
Creating section/chapter headers

3.1
At the beginning of a “section break” double-click on the header. This will open the “Design” tab.

The “Link to Previous” button will be orange and already selected. Click on it to deselect/turn it off. The button will no longer be orange.

3.2
After the “Link to Previous” option has been deselected/turned off, this will make sure the header is not linked to the previous section/chapter.

Now make your text changes to the header (to reflect the new section/chapter).

3.3
Repeat steps (3.1 to 3.2) to create different headers for the beginning of each section/chapter. Once the header has been changed, the new header will automatically continue until the next section/chapter.

3.4
To exit the header, click on the “Close Header and Footer” button (located within the “Design” tab).
4.1

At the beginning of a “section break” double-click on the footer. This will open the “Design” tab.

The “Link to Previous” button will be orange and already selected.

Click on it to deselect/turn it off. The button will no longer be orange.

4.2

After the “Link to Previous” option has been deselected/turned off, this will make sure the footer is not linked to the previous section/chapter.

To reset the page numbering for the section/chapter, click the “Design” tab, click on “Page Number” → “Format Page Numbers…”

4.3

A “Page Number Format” window will appear.

Click on the “Start at” radial button and set it to “1”.

Then click on “OK”.

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4.4

The footer has now been reset to reflect the start of the new section/chapter.

![Page 1](image)

4.5

Repeat steps (4.1 to 4.4) to create different headers for the beginning of each section/chapter. Once the footer has been changed, the numbering system will automatically continue until the next section/chapter.

4.6

To exit the footer, click on the “Close Header and Footer” button (located within the “Design” tab).

Congratulations!

You have now created section/chapter headers and page numbering for your document! To view an example, please visit: [http://www.coe.uh.edu/cite/training/tutorials/office/chapters-example.doc](http://www.coe.uh.edu/cite/training/tutorials/office/chapters-example.doc)

If you have any questions regarding the content of this tutorial please contact the CITE Lab Help desk @ 713-743-9833 or visit [http://www.coe.uh.edu/cite](http://www.coe.uh.edu/cite).