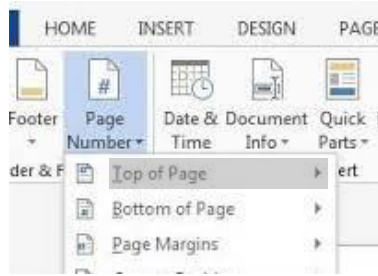


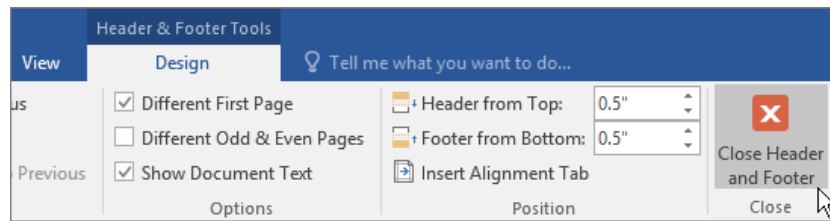
HEADERS AND FOOTERS (varying headers/footers, skipping pages, etc.)

To add basic page numbers to an entire document:

1. Double-click near the top of the first page to open up the header/footer.
2. Click the PAGE NUMBER button near the left side of the HEADER/FOOTER RIBBON.

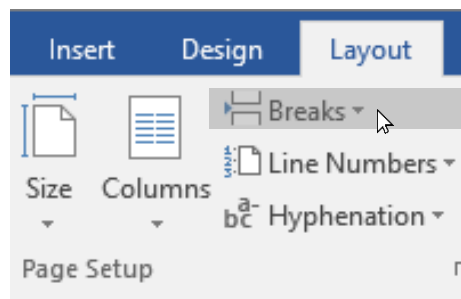


3. Click on TOP OF PAGE or BOTTOM OF PAGE and select location.
4. Click on CLOSE HEADER AND FOOTER button on the right side of the ribbon.

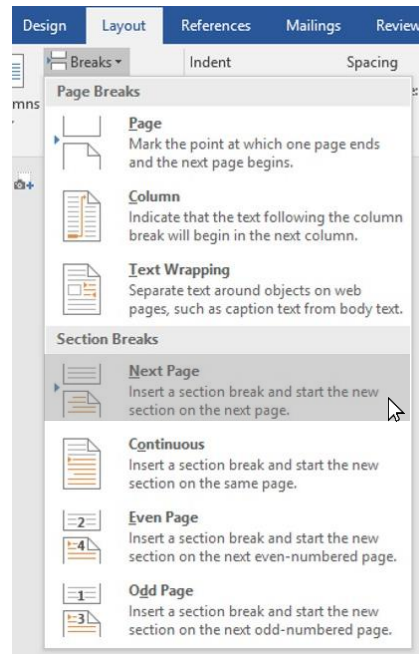


TO SKIP NUMBERING ON TITLE PAGE/FRONT MATTER

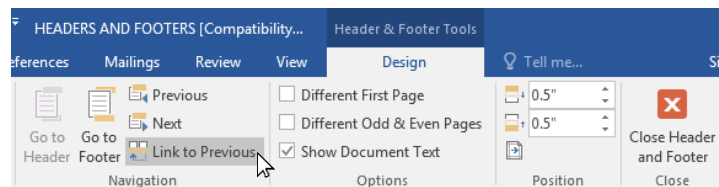
1. Place cursor after text on first page. (If you have a table of contents or other front matter where you want to omit page numbers, place cursor after the text on the last page of the contents/front matter.) Click on the LAYOUT tab, then BREAKS in the PAGE SETUP section.



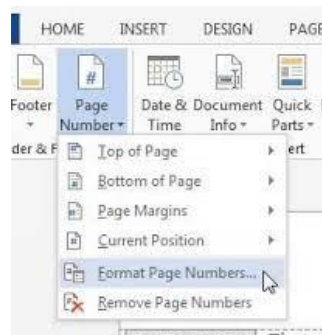
- Under the SECTION BREAKS heading, click on NEXT PAGE. This will enable you to start numbering the new section at page 1.



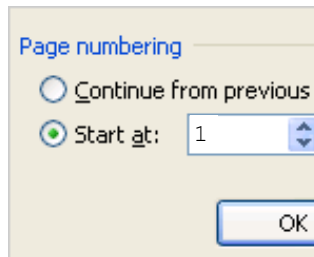
- Double-click near the top of the second page to open up the header/footer.
- In the NAVIGATION section, click on LINK TO PREVIOUS SECTION to disable the link so that you can start that page as page 1.



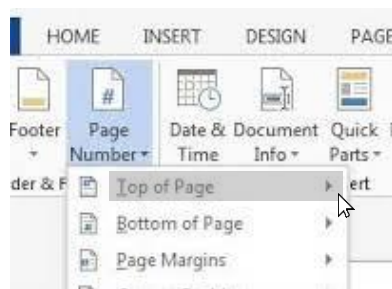
- Click the PAGE NUMBER button near the left side of the HEADER/FOOTER RIBBON.



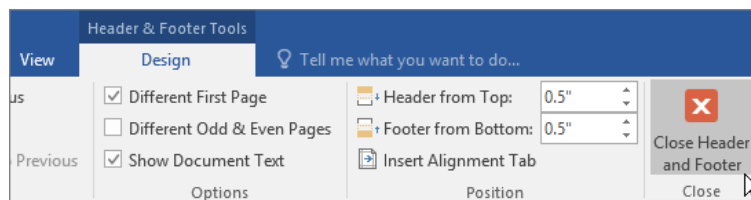
6. Click FORMAT PAGE NUMBERS.
7. In the START AT field, select 1 for the page number and click OK.



8. To select the location of page numbers, click on the PAGE NUMBER button again.

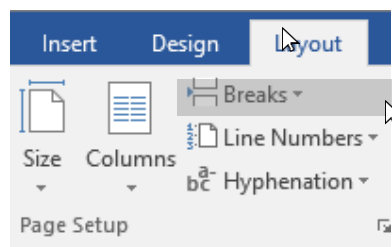


9. Click on TOP OF PAGE or BOTTOM OF PAGE and select location.
10. Click on CLOSE HEADER AND FOOTER button on the right side of the ribbon.

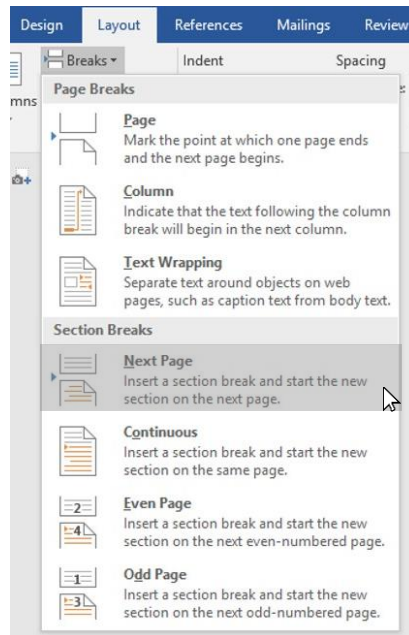


CHANGING PAGE NUMBER SCHEMES OR HEADERS/FOOTERS FOR DIFFERENT SECTIONS

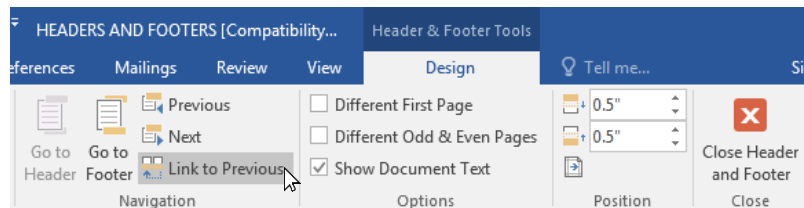
1. Place cursor after text on the last page of section 1. To start a new numbering scheme or new header/footer for the next section, click on the LAYOUT tab, then BREAKS in the PAGE SETUP section.



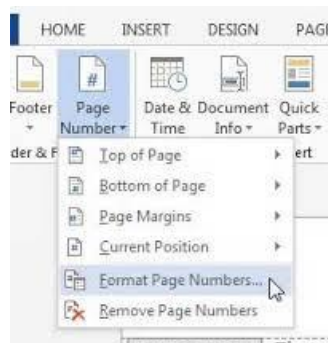
- Under the SECTION BREAKS heading, click on NEXT PAGE. This will enable you to start numbering the new section at page 1 or change the title in the header/footer of the next section.



- Double-click near the top of the second page to open up the header/footer.
- In the NAVIGATION section, click on LINK TO PREVIOUS SECTION to disable the link so that you can start that page as page 1.

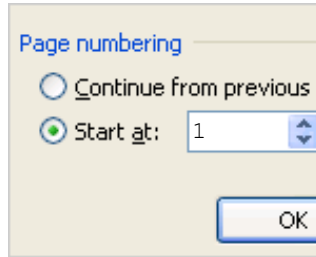


- Click the PAGE NUMBER button near the left side of the HEADER/FOOTER RIBBON.

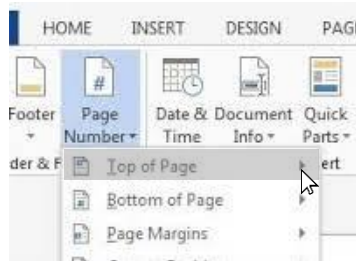


- Click FORMAT PAGE NUMBERS.

7. In the START AT field, select 1 for the page number (or whatever page you want to start the section with) and click OK.



8. To select the location of page numbers, click on the PAGE NUMBER button again.



9. Click on TOP OF PAGE or BOTTOM OF PAGE and select location.
10. You can also type in the header/footer whatever title you want for that section or you can omit a title and just use different page numbers.
11. Click on CLOSE HEADER AND FOOTER button on the right side of the ribbon.

