

How to Create Multiple Unique Footers in an MS Word Document

1. In the **Home** menu, turn on “View/Hide Paragraph” by clicking on the Paragraph (¶) symbol.
2. Put your cursor in front of the first paragraph marker on the first page that requires a unique footer (e.g., after the cover page).
3. Go to the **Page Layout** menu.
4. Click on “Breaks.”
5. Select Section Breaks→Next Page. (See Figure 1.)

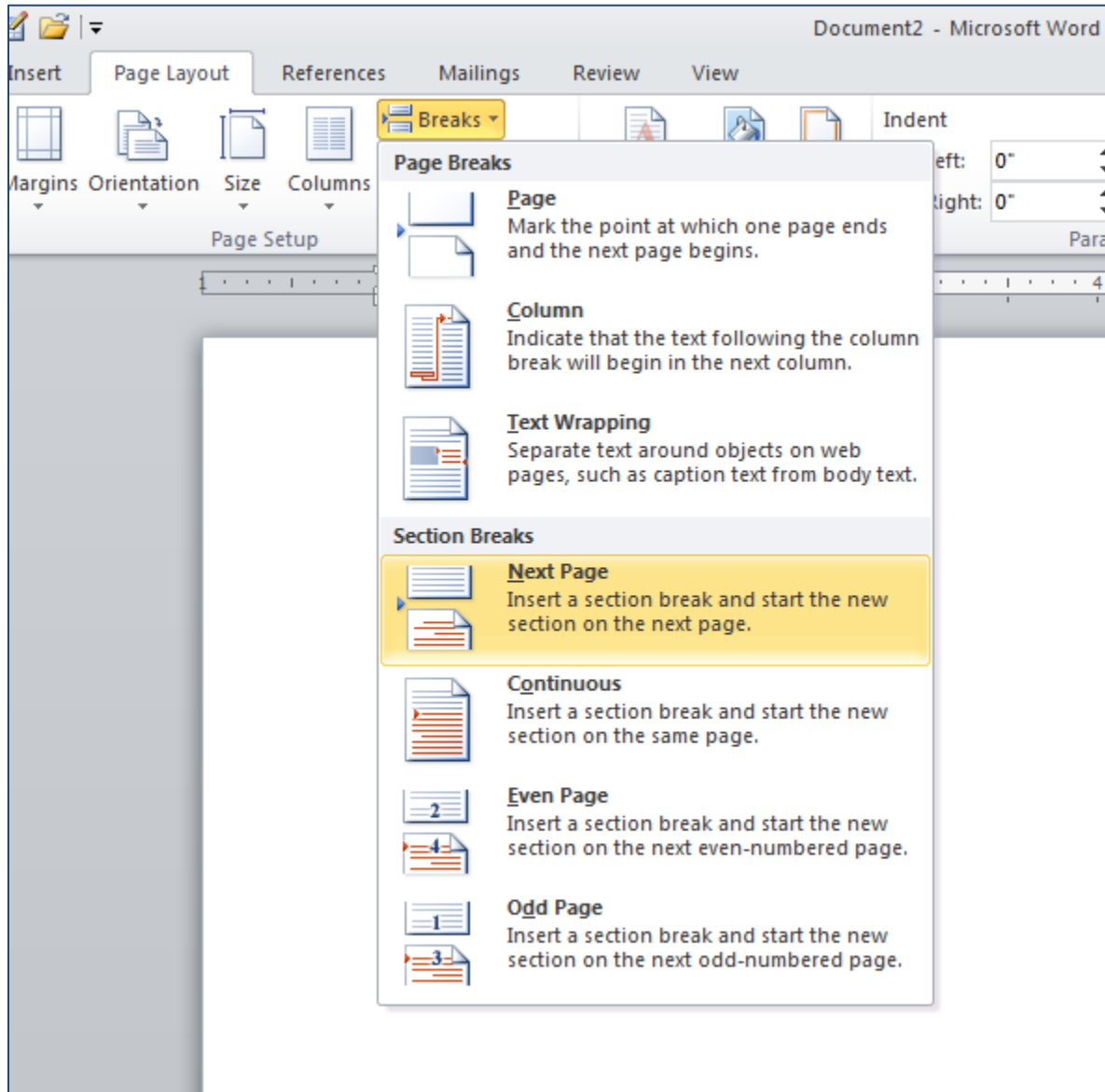


FIGURE 1: INSERTING A SECTION BREAK

6. Each page already has automatic header and footer areas; they are blank unless you add text to them. To access a footer area, you can simply double-click in it. (If you go to the **Insert** menu and

select “Footer,” it gives you options for pre-formatted text, fonts, borders, colors, etc.) Double-click in the footer of Section 2.

7. In the **Header & Footer Tools** menu, de-select “Link to Previous.” This will ensure that any material put into the footer will be unique. (MS Word assumes that you want all footers in the document to look alike, unless you tell it otherwise.) The *Same as Previous* label will disappear. (See Figure 2.)

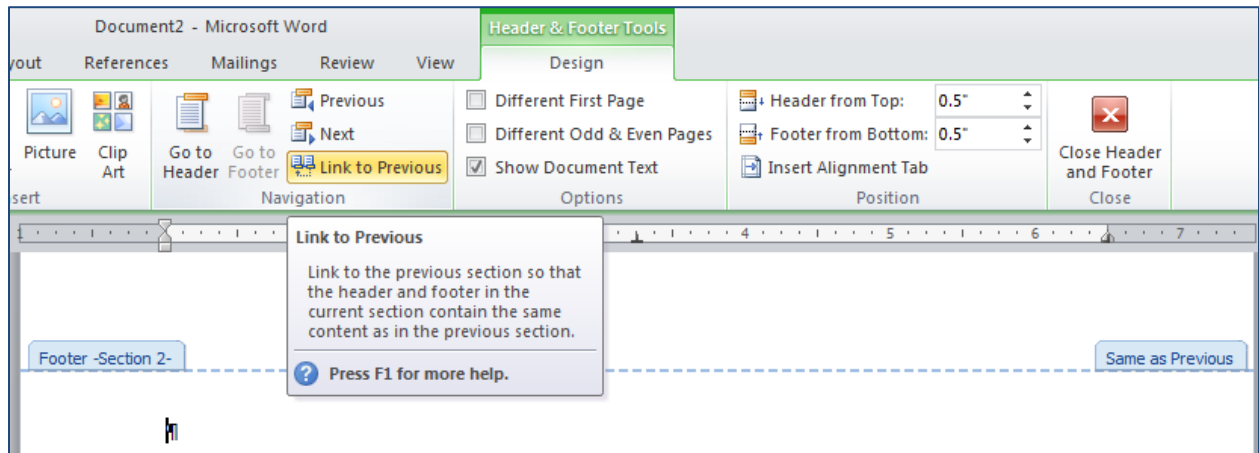


FIGURE 2: DE-SELECTING “LINK TO PREVIOUS”

8. In the **Insert** menu, click on the “Page Number” button and select the page number style you would like to use. (See Figure 3.) Delete any extra Paragraph markers. (If you have extra paragraphs in the footer, apart from the paragraph with the page number, then there will be extra, unnecessary space at the bottom of your document.)

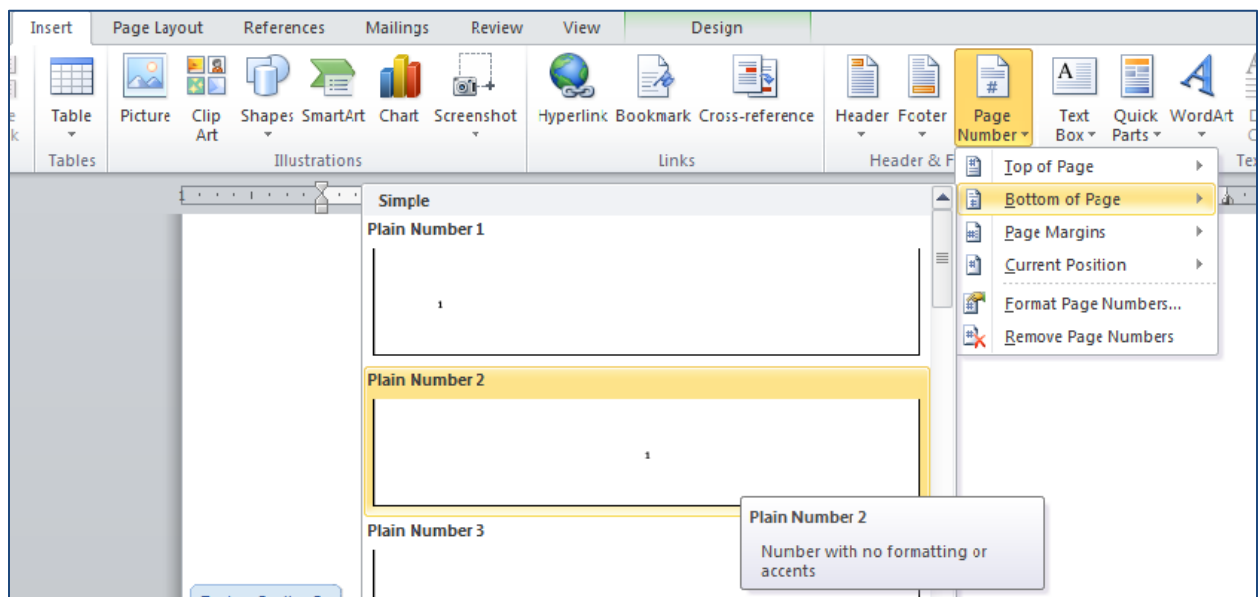


FIGURE 3: CHOOSING A PAGE NUMBER STYLE

9. If a different page number format is desired (e.g., Roman instead of Arabic), from the **Header & Footer Tools** menu, click on Page Number→Format Page Numbers... .
10. From the **Page Number Format** mini-menu, select the number format you want. Be sure to select “Start at:” and the number 1 in the lower section. Click OK.

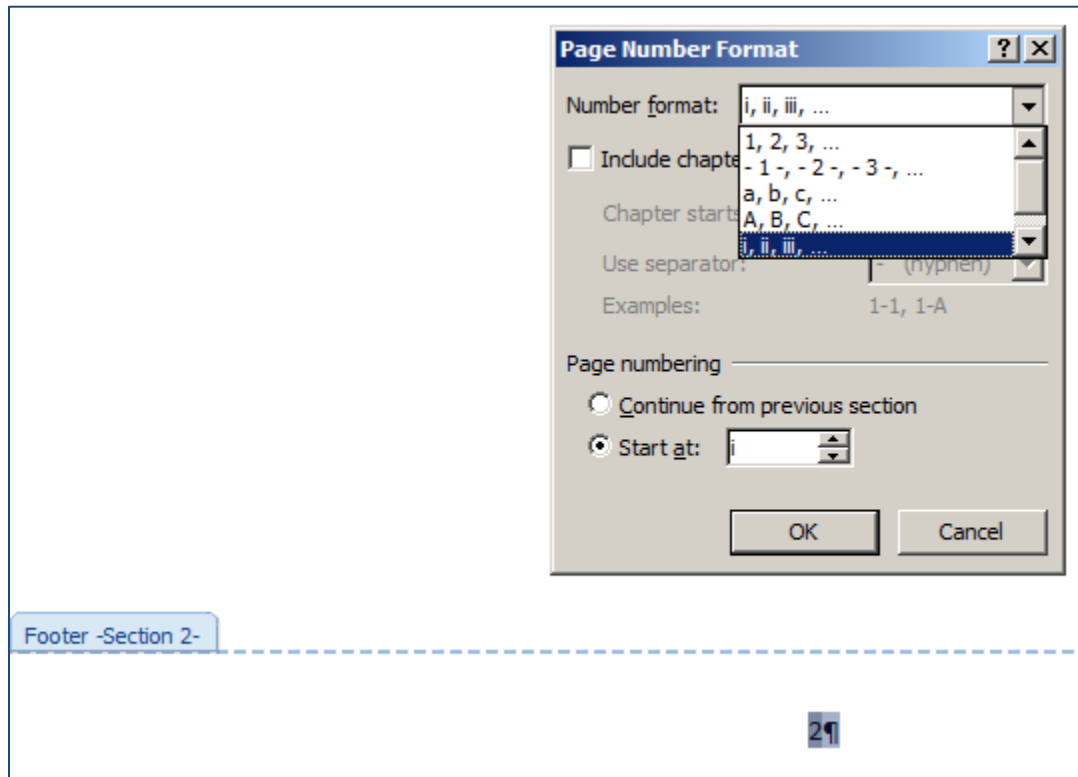


FIGURE 4: SELECTING A DIFFERENT PAGE NUMBER FORMAT

11. Repeat the process with subsequent footers in the document.
12. To double-check all the footers in the document, from the **File** menu, click on “Print” and then page through the pages using the left and right arrows located near the bottom of the screen.

Note: This method also applies to headers.