Preliminary Pages: How to Start Page Numbering at a Specific Page in Microsoft Word 2007

Follow these steps in order to get your page numbers to begin showing on the Signature page as page ii:

1. Open your Word document, and click at the top of the page where you want the page numbering to begin (the Signature page).
2. On the **Page Layout** tab, in the **Page Setup** section, select **Breaks**, then select **Continuous**.
3. On the **Insert** tab, in the **Header & Footer** section, select **Page Number.** Then select **Bottom of Page**, then **Plain Number 2.**
4. Double click where the page number is to get **the Header & Footer Design** tab to open.   In the **Navigation** section, deselect **Link to Previous**.
5. Go to the pages you need to delete the page number(s) from, and delete the page number(s). There should now be no page numbers at the start of the document, and page numbers that begin on the Signature page.
6. Go back to the Signature page, and highlight the page number. On the **Insert** tab, in the **Header & Footer** section, select **Page Numbers**, then **Format Page Numbers**.
7. For the Number Format Field, select the Roman numerals (i, ii, iii…). Then below under Page Numbering, select the "Start at" button, and then enter ii in the field. Click OK.
8. Double-click anywhere in the document to exit the header/footer formatting – the page numbers have now been added to the document.

How to Switch to Arabic Numerals for First Chapter in Microsoft Word 2007

Follow these steps in order to get your page numbers to switch to Arabic numerals for the first page of your main text:

1. Click at the top of the page where you want the Arabic numbering to begin.
2. On the **Page Layout** tab, in the **Page Setup** section, select **Breaks**, then select **Continuous**.
3. Highlight the page number on the first page of your main text, and in the **Navigation** section, deselect **Link to Previous**.
4. On the **Insert** tab, in the **Header & Footer** section, select **Page Number.** Then select **Bottom of Page**, then **Plain Number 2.**
5. On the **Insert** tab, in the **Header & Footer** section, select **Page Numbers**, then **Format Page Numbers**.
6. For the Number Format Field, select the Arabic numerals (1, 2, 3…). Then below under Page Numbering, select the "Start at" button, and then enter 1 in the field. Click OK.