

## RE: Headers in a Section

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- *From:* Hezzy <[Hezzy@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:Hezzy@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Fri, 29 Dec 2006 09:55:01 -0800
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The document system where I work is set up in sections. For example, work instructions under Contingency Plans consist of 9 different work instructions. The work instructions make up a total of 14 pages. Some instructions are 2 pages long, some 3 pages, etc. My new document is just 1 page. My new document is in Section 11. When I try to add the number of pages (page 1 of 5) it automatically goes to page 1 of 14. I need it to say page 1 of 1.

"Lene Fredborg" wrote:

I would gladly help you with the page numbers but I do not understand exactly what your problem is. Could you please explain more clearly:

Do you have a document with only 1 page which should be page no. 14 of 14 or???

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Regards

Lene Fredborg

DocTools Denmark

[www.thedoctools.com](http://www.thedoctools.com)

Document automation add-ins, macros and templates for Microsoft Word

"Hezzy" wrote:

Thank you soooooo much Lene, I have been racking my brain all morning. I

followed your instruction to a "T" and got it straightened out. Thank you again.

Now can you help me with page numbers. I added a new document which is section #11. There is a total of 14 pages but my document is only 1 page.

When I try to add the page numbers it automatically goes to 1 of 14.

"Lene Fredborg" wrote:

## RE: Headers in a Section

This happens because the new header is linked to the previous header:

Go to the new section in your document. In Print Layout view, double-click the header. Does a small text saying Same as previous appear above the header? If this is the case, turn it off by clicking the Link to previous icon in the Header and Footer toolbar (no. 5 command from the right). Now you should be able to type a header without affecting the header in the previous section.

If you need section-specific footers too, you must also turn off Same as previous in the footer.

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Regards  
Lene Fredborg  
DocTools Denmark  
www.thedoctools.com  
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Microsoft Word

"Hezzy" wrote:

How do I make a new Section and add a new Header to it? When I insert a section then try to add the Header it changes the Header on the section above the one I'm trying to create.