

# Re: Modify Heading1 Style to be numbered but not show numbers

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.numbering/2008-11/msg00016.html>

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- *From:* DaveG225 <[DaveG225@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:DaveG225@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Sun, 16 Nov 2008 14:26:00 -0800
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Hi Suzanne,

I ran across that post and must have read it 10 times and still could not figure it out. The reference to 2003 and lacking details of 2007 confused me. I don't think the steps will work if you actually try them as outlined – and don't rely on your experience to fill in the blanks. That is why I came up with my own that were all 2007. I know you and many others are very proficient in Word, so you may have a harder time seeing it through the eyes of a casual user like me.

I appreciate your comments and all the help you have given others!

Dave

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"Suzanne S. Barnhill" wrote:

Or you could look at <http://word.mvps.org/FAQs/Numbering/ChapterNumber.htm>

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Suzanne S. Barnhill  
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"DaveG225" <[DaveG225@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:DaveG225@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote in message [news:A223B31F-971E-4171-B401-07140AC6BCB4@xxxxxxxxxxxxxxxxxxxx](mailto:news:A223B31F-971E-4171-B401-07140AC6BCB4@xxxxxxxxxxxxxxxxxxxx)

Here are the steps for Word 2007 to create a long document that has page numbers with the Chapter + page #, like "1-1, 1-2, 1-3,....2-1, 2-2, 2-3."

( Sorry it is so long – hope it helps someone else like me )

Assume a 26–page document of just text ( this was my test document ).

1. Add page numbers to the whole document by clicking on Insert ( from the top "ribbon"), then page number, bottom of page, Select Plain Number 2.

\* RIBBON is what they call the top menu in 2007 \*

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This will put the page number on all pages at the bottom, centered.  
Double click in the body to close the footer.

2. Put the word "Chapter 1" at the top of your first page
  - go to the top of the text and press enter to move text down, then cursor up 1.
  - click on Home ( ribbon), then from the Paragraph section, click on the 3rd icon from the left ; this is the MultiLevel List.
  - select the last option that shows "Chapter 1 Heading 1 ----".

This will put "Chapter 1" at the top of page one.

3. Page down a few until you want to end Chapter 1
  - put the cursor at the last character of the bottom of the current page
  - you need to make a SECTION break here ( not a page break )
  - click on Page Layout ( ribbon ), Breaks, Section Breaks, Odd Page.
  - you will see some movement on the screen ( odd page is used since most books have the next chapter start on odd pages)

Note: at this point page number is still 1,2,3 ... with Chapter 1 on page 1.

4. Go back to page 1 and open up the footer by Dbl-clicking near the 1
  - click on Insert, page number, format page numbers
  - click on the option "Include chapter number"
  - Chapter starts with style = Heading 1
  - Page numbering starts at 1, then click ok

You will see the page number look like "1-1" and continue until the end of the section break.

5. Repeat the process by going to the top of the page where Chapter 2 should be

– move text down, cursor up 1... see step 2

6. At the bottom of Chapter two's first footer, format the page number like step 4.

– it should show 2-2, 2-3, 2-4 ....

Then repeat it for the following chapters.

It seems once you do this for Chapter 3 and later, you no longer have to format the footer page numbers, as they already are in the format of 3-1, 3-2, 3-3...

I'm sure the experts can explain this, but this long winded document will get you there!

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Dave