

Re: page number positioning and format

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.pagelayout/2006-02/msg00073.html>

- *From:* "Suzanne S. Barnhill" <sbarnhill@xxxxxxxx>
 - *Date:* Fri, 3 Feb 2006 18:38:39 -0600
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To omit a page number on the first page of any section, check the "Different first page" box on the Layout tab of Page Setup. This gives you a separate First Page Header/Footer that you can leave blank.

As for the numbering of the References header, I think you missed my saying that you create a separate heading style, identical to but not based on Heading 1, to use for the References heading. What I missed was the fact that you can't use a non-Heading style if you want to use "Include chapter number," so you'll need to use a lower-level Heading style (one that you're not already using for headings). See <http://www.ShaunaKelly.com/word/numbering/NumberingAppendixes.html> for the concept.

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Suzanne S. Barnhill
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Words into Type
Fairhope, Alabama USA
Word MVP FAQ site: <http://word.mvps.org>
Email cannot be acknowledged; please post all follow-ups to the newsgroup so all may benefit.

"tinaa" <thisis_not_anapple@xxxxxxxx> wrote in message
news:%23KEQxZQKGHA.2992@xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Removing the frame and inserting the page number directly into the footer and modifying the paragraph formatting to single line spacing with no

indent

seems to have fixed the weird footer margins. I didn't notice the format page number button before since I've not paid much attention to that toolbar. I don't see any corresponding menu item, which I find a bit odd.

Now is there a way to exclude the page number from the first page in a section using this method. I'm able to do it by putting a section break between the first and second pages then unlinking the footer on the second page from the first section. I'm just wondering if there's a simpler way

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to

do that.

Manually changing the chapter letter in the page number won't get picked

up

by the TOC, as you noted, so I'd rather not do that. The second method you describe sounded like it should work. However, when I tried it I got very unpredictable results. When I first tried it the page numbering didn't change from that point onward. I then noticed that all the titles

previously

set to header1 had their style altered the same way. So I undid that and tried a few other things but depending on what I do the page number of all the pages before the References got changed in strange ways (like R-

starts

at page 2 even though the header1 paragraph on that page stills says,

"A").

There are a number of options in the Customize outline Numbered List

dialog

which I image have something to do with this. I'm guessing the pertinent ones are: "Link level to style" and "Apply changes to" but I don't really understand what these do.

Also, I don't have any section breaks between chapters. I've been relying only on the header1 style to increment the numbering. Is this wrong? Would adding section breaks between chapters make this easier?

Speaking of breaks, the page just before the reference list contains a figure pasted from another application. I put a page break following the figure so that the reference section starts at the next page. When I was playing with the numbering styles on the reference title paragraph, any automatic text (e.g. Chapter R:) shows up on the previous page, to the

left

of the figure. To prevent this, I had to add a new paragraph to the right

of

the figure. This made the new text appear correctly on the following

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page.

However, since the figure is large, the new paragraph moved the page break to the following page, resulting in an empty page between the figure page and the reference page. So I had to delete the page break. However, if I were to do something like shrink the size of the figure, now the reference title will move to the previous page, below the figure. I find this all a little confusing. Is there a proper way to add a page break so that there won't be a blank page should whatever precedes the break end at the bottom of the page? (I'm probably not explaining that very well...)

Lastly, I have another page with an Excel table pasted in. To make the

table

fit I had to make the page a different section and change the layout to landscape. This causes the page numbers to be in the landscape

orientation.

However, I want the page number to be in the regular portrait orientation. So in this case it would be to the left of the table, 90 degrees

clockwise.

Is there a way to keep the page layout portrait, but rotate the pasted

table

90 degrees?

Thanks again!

"Suzanne S. Barnhill" <sbarnhill@xxxxxxxx> wrote in message news:%23DO2yqNKGHA.1760@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx

As you have been advised, using Insert Page Number directly in the

footer

is more satisfactory in many ways, one of which is being able to more

easily

change the page number format between sections. To format the page

number

(including adding the chapter number), click on the Format Page Number button on the Header and Footer toolbar. For your list of references,

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use

a
different heading style; it can look just like Heading 1 but should not

be

based on it. Then, in that section, omit the chapter number from your

page

number. You can add R- to the page number manually if you like, but note that it will not be picked up by the TOC.

Something you might try if you want to include the chapter number and

have

it picked up by the TOC: use a different heading style, but instead of omitting numbering, use ABC numbering as before, but set it to start at

R.

Omit any punctuation from the numbering and set "Follow number with" to "Nothing." Then click on Font... and format the paragraph number as Hidden.

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"tinaa" <thisis_not_anapple@xxxxxxxxxx> wrote in message
news:O3wQyONKGHA.312@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

I'm having some issues with page number I'm hoping
someone can help me

with.

Using the insert page number, I've put page numbers at the
button,

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centre

of

the page including chapter numbers based on heading1, which is numbered A, B, C... so I get page numbers that look like "A-12" or "C-47". The page setup has footer margin set to 0.5". At first the page numbers were not quite centred on the page. After some experimenting I found that the

page

number style had inherited the Normal style's attributes of a first

line

indent of 0.5" and double spacing so that the frame that holds the page number in the footer has an extra 0.5" of blank space to the left of

the

page number and an extra line's height of blank space below it.

Changing

the

text's paragraph formatting to single space, no first line indent

causes

the

frame to collapse to the correct size just large enough to hold the

text

and

properly centred.

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However, when I printed to the file to an PDF and measured the distance

from

the page number to the bottom of the page, it was 0.7" rather than

0.5".

This is problematic since the final PDF file will incorporate pages

created

in different applications, and I don't want the page numbers jumping

around

as you flip through the pages. So I need to be able to control exactly

where

the page number will be.

What's really strange, though, is I have another document that has the

exact

same margin settings and also a bottom, centred page number. I've

checked

in

the case of that document the frame size matches the text size for the

page

number. However, when it prints the page numbers are 0.5" from the

bottom

of

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the page. Well, around 0.52", actually, but I'm guessing the bottom of the text is 0.5", whereas the baseline is slightly higher.

If I put the 2 documents at the same zoom level side by side for

comparison,

I can see that the one I'm having problems with really does place the page number higher. Also, when I view the footers, I can see that the footer frame (the dashed line) is taller for the document with the improper positioning. Changing the footer margin does change the size of the footer frame and the position of the page number, but unlike the first

document,

the position doesn't match the number entered for the footer margin.

I just don't understand what's going on here...

I've read some suggestions that you just shouldn't use the insert page number option and instead just use a page number field in the footer directly. However, I couldn't find the include chapter number option

when

inserting a page field. How is this done?

Also, the last part of the document is a list of references. I've used the header1 style for the title but removed the chapter number. The page

numbers

inherited the chapter number (letter) from the previous section. How

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can

I
advance it so it goes to the next letter, or even better, to an

arbitrary

letter (like "R-")? I'm also undecided if the number should
continue

between

chapter letters (i.e. A-24, B-25) which is what it's doing or
reset at
the
start of each chapter (i.e. A-24, B-1). If I wanted to do the
latter,
what
would I have to do? Note that I need the displayed page
number to match
what's in the table of contents and table of figures...

Thanks for your help!