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Add chapter numbering to your Word documents

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Takeaway:

If you've ever tried to organize a dropped stack of documents, you know the importance of chapter and page numbering. In this tip, Mary Ann Richardson tells how you can automatically add chapter numbering to your Word documents.

Readers will find it easier to navigate a Word document if you divide the document into separate, numbered sections or chapters. For example, let's say your document will consist of two chapters, and you want to precede each page number with its corresponding chapter number. You would also like to restart page numbering at the beginning of each chapter. Follow these steps:

1. Open a blank document.
2. Click the Style Box in the formatting toolbar and select Heading 1.
3. Go to Format | Bullets And Numbering and click the Outlined Numbered tab.
4. Select the fourth box in the second row and click OK.
5. Press [Enter].
6. Go to Insert | Break.
7. Click Next Page, and then click OK.
8. Click the Style box and select Chapter 1, Heading 1.
9. Press [Enter].
10. Go to Insert | Break.
11. Click Next Page, and then click OK.
12. Click in the blank line after the Chapter 1 heading.
13. Go to Insert | Page Numbers.
14. Click the Format button.
15. Click the Include Chapter Number check box.
16. Click the Start At radio button and then click OK.
17. Click in the blank line after the Chapter 2 heading.
18. Go to Insert | Page Numbers.
19. Click the Format button.
20. Click the Include Chapter Number check box.
21. Click the Start At radio button and click OK.

Now you are ready to type the text in your document. As you enter text in the Chapter 1 section, the pages will number automatically as 1-1, 1-2, and so on. Page numbers for the Chapter 2 section will be 2-1, 2-2, and so on.

In documents where sections are titled differently (such as Module 1, Module 2, etc.), you can customize the heading by following these steps:

1. Go to Format | Bullets And Numbering.
2. Click the Outlined Numbered tab.
3. Click the fourth box in the second row.
4. Click Customize.
5. Click and drag Chapter in the Number Format box and change it to Module.
6. Click OK twice.