

e) Select **Page number** to make the field active. Type 1. Click **OK**.

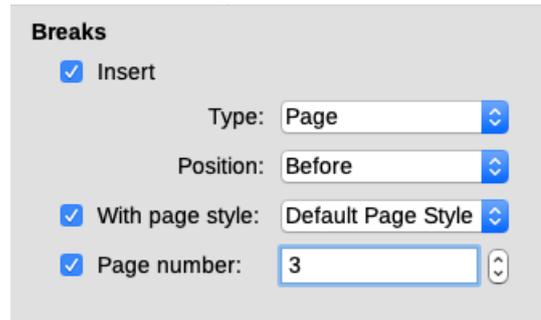


Figure 103: The Breaks section of the Text Flow page of the Paragraph Style dialog

Numbering the first page something other than 1

Sometimes you may want to start a document with a page number greater than 1. The instructions are similar to Step 3 in the previous section.

- 1) Insert a page number in the header or footer (**Insert > Page Number**).
- 2) Click in the first paragraph in the text area. Choose **Format > Paragraph** (or right-click and choose **Paragraph > Paragraph** in the context menu).
- 3) In the *Text Flow* page of the Paragraph dialog, in the *Breaks* section (Figure 103), select **Insert** and select **Page** in the *Type* drop-down list. Select **With page style** and the page style you are using for the first page of the document.
- 4) Select **Page number** to make the field active. Type the page number you want to start with. Click **OK**.

✓ Note

If you set a starting page number that is an even number, you will end up with a blank page before the first page. LibreOffice adheres to the convention that odd page numbers go on right-hand pages and even page numbers on left-hand pages. However, you can suppress this blank page when you print the file or export it as a PDF. See Chapter 7, Printing, Exporting, Emailing, Signing for more information.

Combining header text and page number

You can apply a lot of interesting variations without further knowledge of page styles. Here are some suggestions:

- Right-align the header to make the page number appear on the top-right.
- Type the word Page (and a space) before the page number field so the header reads Page 1, Page 2, and so on.
- Add the document title so the header includes, for example: *Peter's Favourite Poems* (left aligned) and *Page x* (right aligned), where x is the value of the Page Number field. Use a right-aligned tab to separate the title from the page number.
- Writer also has a Page Count field (**Insert > Field > Page Count**). Using it and the page number field, you could, for example, have a header that reads Page 2 of 12.

These variations are all illustrated in Figure 104.