Defining the number format

Many more variations are possible. For example, you can set the page number to display in Roman numerals. One way to do that is to double-click the page number and select the desired format; a better choice is to specify the format of numbers in the page style as explained here.

Right-click in the text area of the page and select **Page Style** in the context menu.

On the *Page* tab of the Page Style dialog, in the *Layout Settings* section on the right, select **i, ii, iii, ….** in the **Page numbers:** drop-down list to use lowercase Roman numerals (Figure 102).
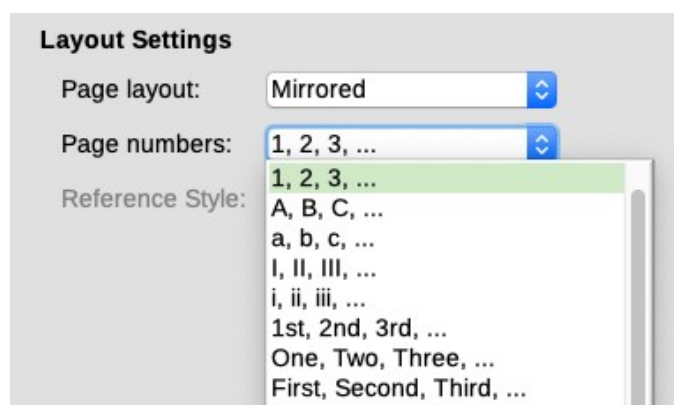

Figure 102: Changing format of page numbers

> ⚠ **Caution**
>
> Any change in the number format affects the page numbers on *all* pages using that page style, regardless of the method used to change the format. To change the format of page numbers on some pages but not all, you need to use different page styles; see "Restarting page numbering and changing numbering format" below.

Restarting page numbering and changing numbering format

You may want to restart the page numbering at 1, for example, on the page following a title page or a table of contents. In addition, many documents have the front matter (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, restarting at 1.

First, you need to define the numbering format for two page styles: Front Matter and Default. See "Using different page styles" on page 111 and "Defining the number format' above.

Next, in the front matter, insert a page number (see "Simple page numbering" on page 106).

Then, you can restart page numbering as follows:

1) Place the cursor in the first paragraph of the page to have the Default page style. (A heading is a paragraph.)

2) Choose **Format > Paragraph** on the Menu bar, or right-click and choose **Paragraph > Paragraph**, to display the Paragraph dialog.

3) On the *Text Flow* page of the Paragraph dialog, in the *Breaks* area (Figure 103):

    a) Select **Insert**.

    b) In the *Type* drop-down list, select **Page**.

    c) In the *Position* drop-down list, select **Before**.

    d) Select **With page style** and choose from the drop-down list the page style for the next page.