Figure 104: Variations on the simple page numbering method

Numbering pages by chapter

Technical documents often include the chapter number with the page number in the header or footer. For example, 1-1, 1-2, 1-3, ...; 2-1, 2-2, 2-3, ... To set up this type of page numbering in Writer, you need to do three things:

1) Ensure that your chapter titles are all identified by the same paragraph style, for example, the Heading 1 style.

2) Use **Tools > Chapter Numbering** to tell Writer what paragraph style you are using for Level 1, and specify "1,2,3" in the Number box.
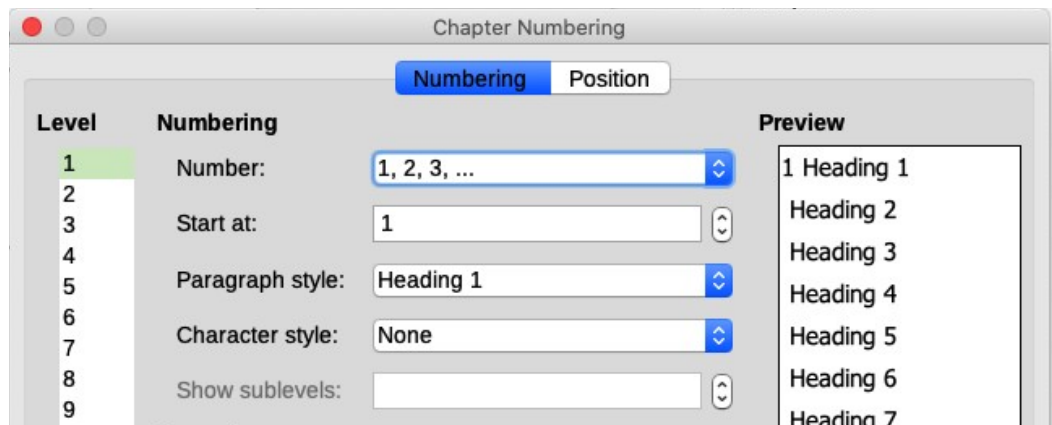

Figure 105: Specifying paragraph style and numbering for chapter titles

3) Insert the chapter number in the document:

a) Place the cursor in the header or footer just before the page number you inserted earlier, and choose **Insert > Field > More Fields** on the Menu bar.

b) On the Fields dialog (Figure 106), go to the *Document* tab. Select **Chapter** in the *Type* list, **Chapter number** in the *Format* list, and **1** in the *Level* box. Click **Insert**.

c) Type a hyphen or other punctuation between the chapter number and the page number.