

How To:

Page Numbers For Appellate Brief

For the appellate brief, you need three different styles of page numbers.

1. For the title page, no page numbers. (yes, that counts as a style of page number)
2. For the index and table of authorities, lower case Roman numerals
i.e., i, ii, iii, iv, etc.
3. For the main body, regular Arabic numerals,
i.e., 1, 2, 3, etc.

To use these three different number styles, we first need to insert section breaks. Check the appendix for a complete explanation of section breaks, but the short explanation is that a section break lets you apply different formatting to each section. So for your appellate brief, you want something like this:

Title page (no page numbers)
Section Break
Index/Table of Authorities (i, ii, iii, etc.)
Section Break
Main Body (1, 2, 3, etc.)

Step-by-step:

Note: For this document, we are using Microsoft Word 2010. The controls in your word processor may be slightly different. Also note, this document is written as if you have finished writing your appellate brief, and you are now trying to get the page numbers right.

First, find a button on your ribbon or toolbar that looks like this:  and click on it. You will see a whole bunch of extra characters show up. These are called "non-printing characters". They don't show up when you print the document, but they show what is going on "behind the scenes", so to speak.

For Example.

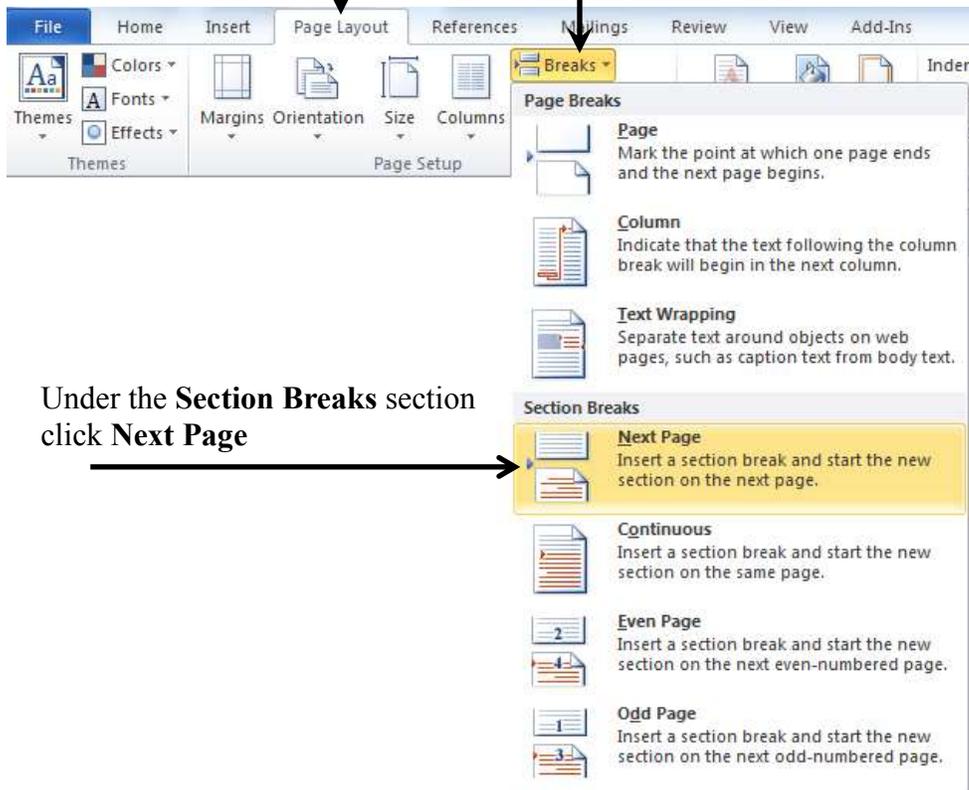
When you hit the enter key, you see a paragraph mark at the end of the line: 

When you hit the tab key, you see an arrow like this: 

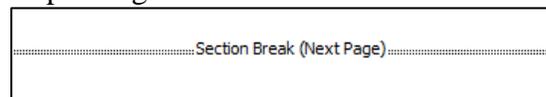
You want to create a section break at the end of your title page, and again at the end of your table of authorities. So go to the bottom of your title page.

Click the **Page Layout** tab

Click the **Breaks** button



This creates a **Next Page Section Break**. It combines a page break and a section break, so the next section begins on the next page. If your non-printing characters are turned on it looks like this:



Go to the end of your Index/Table of Authorities, and do the same thing again.

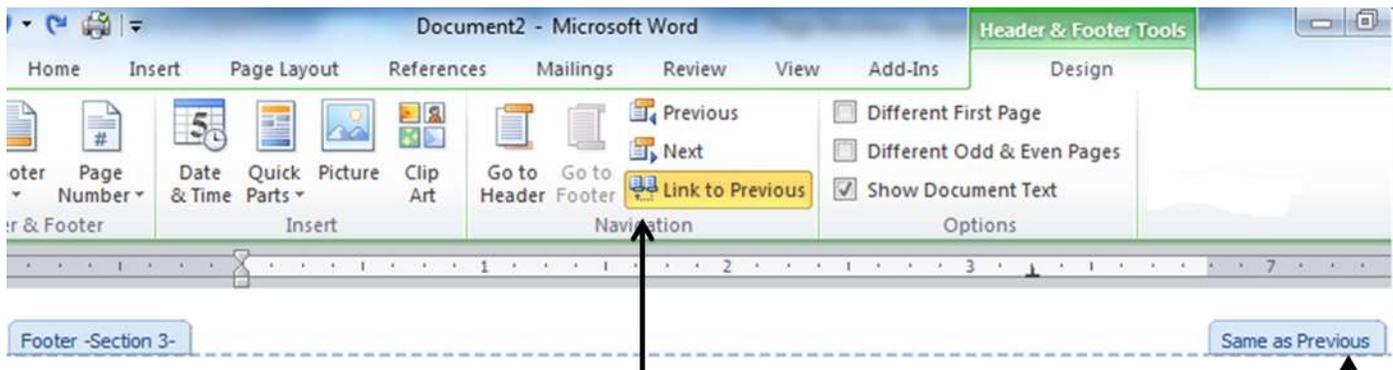
After inserting the section breaks, you now have three sections, your Title Page, your Index/Table of Authorities, and the Body. So now it is time to insert the page numbers.

Go to the third section, and go to the bottom of one of the pages. Double-click at the bottom of the page, where the footer is. This will put your cursor in the footer, where you can edit it. You should see something like this:



Notice how it says "Same as Previous" on one side. This is the part that gives people the most trouble. When you create a new section MS Word assumes that you want the footers in each section to be the same. Usually it is right. In this case it is wrong, since you want the page numbers in each section to be different. As long as the "Same as Previous" switch is on, any changes you make in one section will be copied to the other sections.

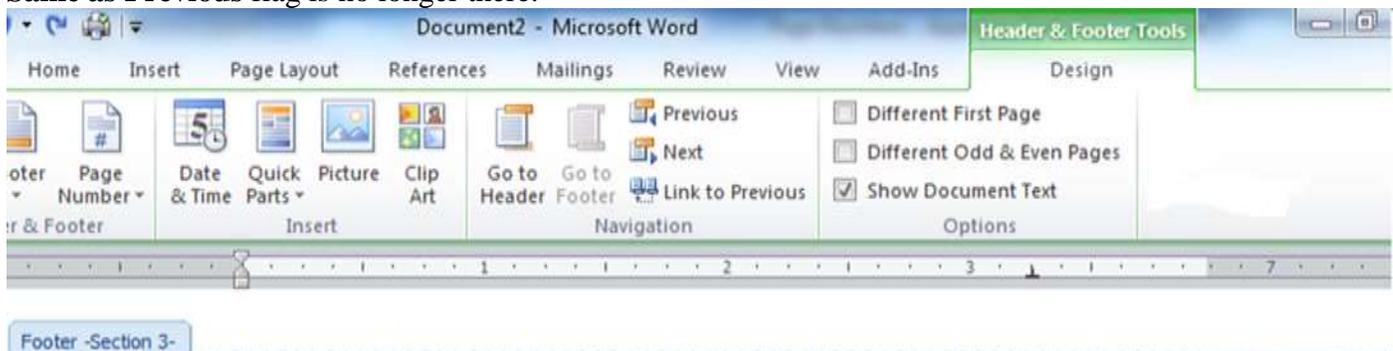
Go up to the ribbon in Word, and you should see something like this. (Note that I have scrolled the page up so that the page footer is sitting at the top of the screen, so you can see both at the same time.)



Click on the **Link to Previous** button here

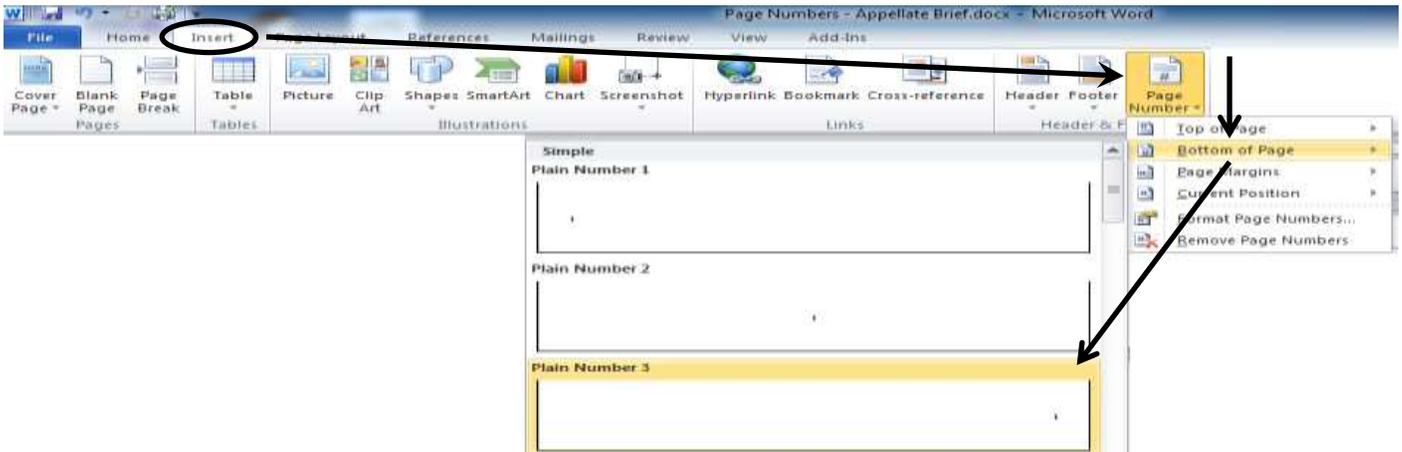
And you will see the **Same as Previous** flag disappear

So you want to see something like this. Note that the **Link to Previous** button is not highlighted, and the **Same as Previous** flag is no longer there.

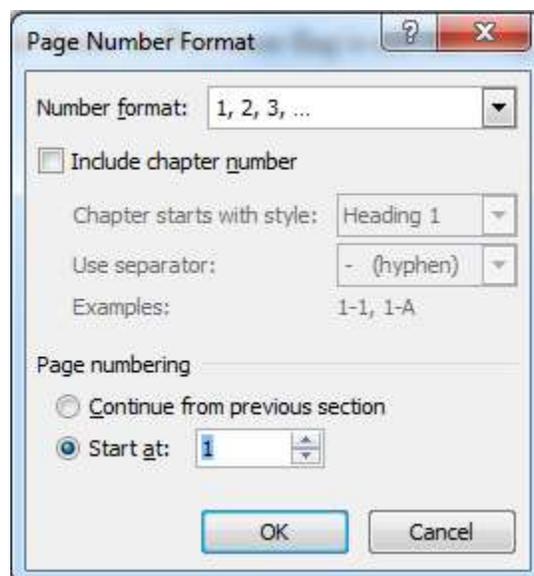


Also, in the same area, take a look at the check box that says **Different First Page**. Make sure it is unchecked. Do this for all three sections. Make sure the **Same as Previous** flag is not showing in any of the footers.

Now it's time to insert the page numbers. On the ribbon, select the **Insert** tab. Then click on the **Page Number** button. Click **Bottom of Page**. Click **Plain Number 2** to place the page number at the center of the page.



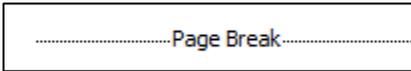
Once you have placed the page number, click on the **Page Number** button again, and select **Format Page Numbers**. This will give you a dialog box, where you can adjust the page numbers for this particular section. At the top, where it says **Number format**, you can select which number format you want, (i, ii, iii, or 1, 2, 3). At the bottom, in the **Page numbering** section, click on **Start at**, and then put a 1 in the box, so that the page numbers will start at page one for that section.



Additional Information

Section Breaks and Page Breaks:

A page break will force all text after the page break on to the next page. If you have non-printing characters turned on, it looks like this. (I put a box around it so you can tell the difference between the picture of the page break, and a real page break).



If you have a page break on a page all by itself, you end up with a blank page. You insert a page break by typing ctrl-enter.

A section break will break the document into sections. You can format each section separately. For example, in the first section, you could have margins of one half of an inch, and in the second section, you could have two inch margins.

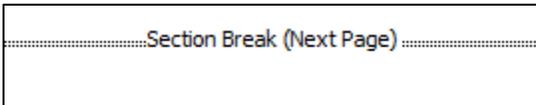
In Word 2010, you insert section breaks by clicking the **Page Layout** tab, then clicking the **Breaks** button. There are several different types of breaks on the list. We are mainly concerned with Continuous Section Breaks, and Next Page Section Breaks.

If you go down under where it says **Section Breaks**, and click the **Continuous** button, you get something like this:



Notice that it says "Section Break (Continuous)". This is called a Continuous Section Break. It is continuous because the text can continue on the same page. So by using a Continuous Section Break you can have half inch and two inch margins (or whatever else you want) on the same page

If you click on the **Next Page** button, you get a **Next Page Section Break**, it looks like this:



This serves as both a section break, and a page break at the same time. Which means that the next section begins on the next page.

Make sure you don't put a **Next Page Section Break** and a **Page Break** right next to each other. If you do, you will end up with a page break on a page all by itself, and that gives you a blank page.

Non-Printing Characters:

Non-print characters are actually codes that control how the text acts. First, find a button on your ribbon or toolbar that looks like this:  and click on it.

You will see a whole bunch of extra characters show up. Those are the "non-printing characters". Even if you have them showing on the screen, they don't show up when you print the document. Most people can't stand to have them turned on because they put a lot of extra clutter on the screen. But if the text on your page isn't going where you want it to, the chances are there is a non-printing character pushing it around.

For Example.

When you hit the enter key, you see a paragraph mark at the end of the line:  This is often called a "hard line break" or "hard line feed". This forces all text after it to the next line. So if you have some words hanging on a line all by themselves, you probably have a line feed at the end of the line.

So if you have a line that looks like this, there is a hard line feed right after the word "looks", which forced the rest of the text to the next line. You can delete these line feeds like any other character on the page.

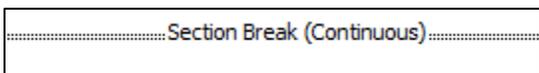
When you hit the tab key, you see an arrow like this:  This will force the text to the next tab stop. Tab stops are very useful, and something you really need to learn. But that's a completely different lesson.

Suffice to say, if you have text that looks like this, you may have some extra tab characters in there.

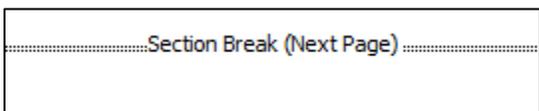
And of course, the main non-printing characters we are concerned about in this lesson are page breaks



Continuous section breaks,



and next page section breaks.



None of these things will show when you print the document, but if used properly, will make the text show up the way you want.