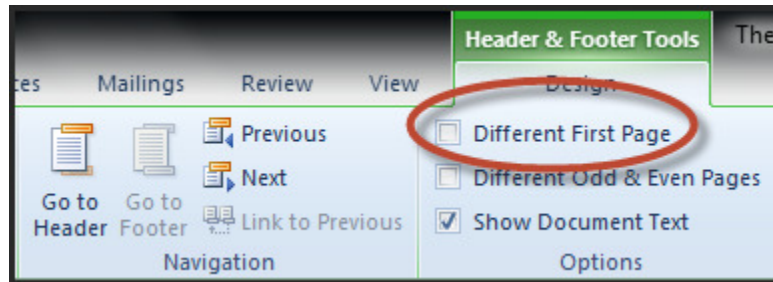


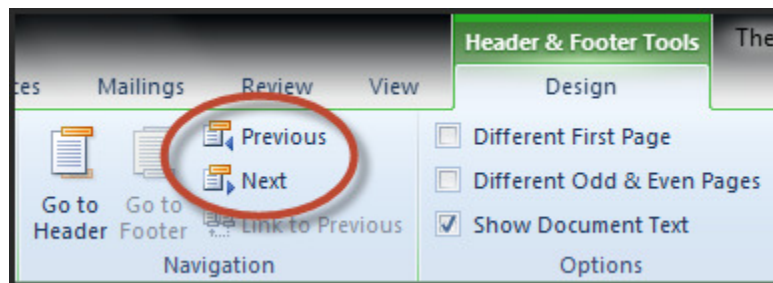
6 Secrets of Page Numbering for Legal Pros

What are the six secrets?

1. Don't use the _____ footers.
2. Use the keyboard shortcut, _____ to insert your page number.
3. For simple page numbering, use _____.



4. For complex page numbering, zap the _____ (make each footer independent).
5. Move _____ the doc and _____ the doc.
6. Use _____ and _____ to move between sections.



What are the steps for complex numbering?

1. Section your document (insert section breaks¹). Move from **top** to **bottom**.
2. Zap the SAP (Make it independent by turning off *Link to Previous*)! Move from **bottom** to **top**. Use the *Previous* button to move to the previous section.
3. Insert the page number and format as needed for each section. Move from **top** to **bottom**. Use the *Next* button to move to the previous section.

¹ Although there is no keyboard shortcut assigned to *Next Page Section Break*, you could assign one. Or, you could add the *Insert Section Break* command to your QAT.