



Set Footnote Numbering to Restart with each Chapter in MSWord

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Overview

In MSWord, the default is for footnotes to begin at the number 1, and continue sequentially through the document. This can be changed, as needed, in both MSWord 2003 (and earlier) and in MSWord 2007.

To do so requires an understanding of section breaks, how to insert them, debugging them to ensure they do not interfere with other requirements, and then knowing how to change the “Insert Footnotes” configurations.

I recommend you set this up before you start writing, when you first open a document from a template, and set up your outline of chapter headings. However, it can still be done readily at any time after footnotes have been inserted. The numbers will update when you “apply” the change.

Section breaks

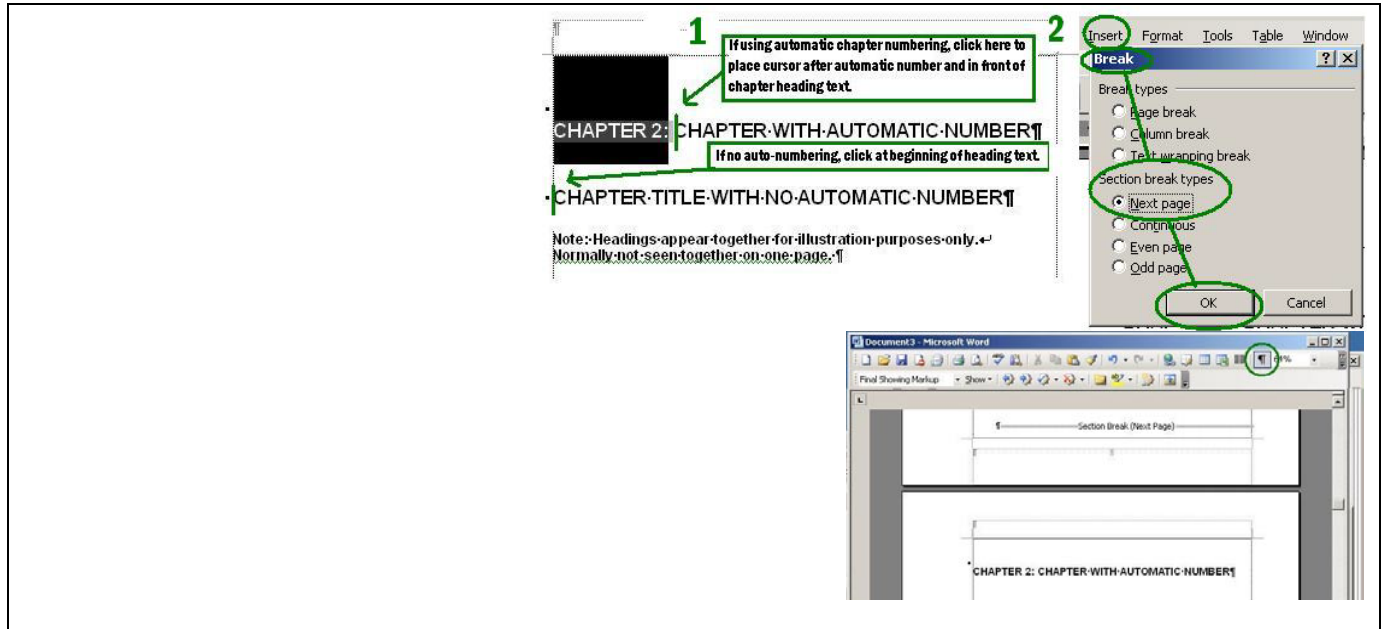
- Section breaks, unlike page breaks, are designed to make possible differences in page set-up, such as landscape oriented pages, different style page numbers (Roman numerals and Arabic numbers), footnote numbers restarting at 1 with each chapter or endnotes appearing at the end of each chapter.
- In an SFU thesis or project, each chapter or major section (such as Introduction and Conclusion, if not labelled with a chapter number) begins on a new page with a Heading 1.
- To set footnotes to restart with each chapter, the section break needs to be inserted immediately before this Heading 1.

Breaking a document into “sections”

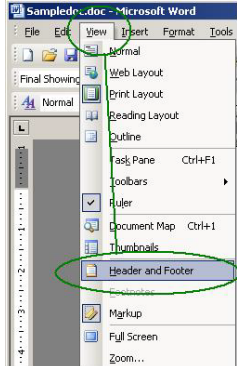
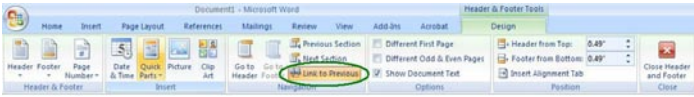
- First, go to the heading of the second chapter, or more accurately (should you have a non-numbered Introduction preceding your first chapter) , to the first Heading 1 where you wish to restart the footnote numbering.
- Insert the section break.
- Check and re-configure the header and footer settings.
- Check and re-configure the page numbering format.
- THEN insert the section breaks for the following chapters. Because you re-configured this section, you may need to only check the following sections for header/footer and page numbering settings.

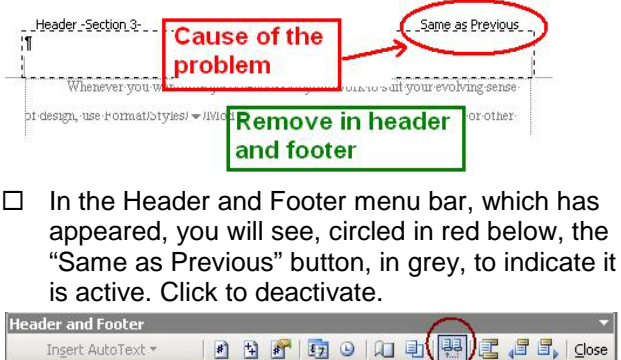
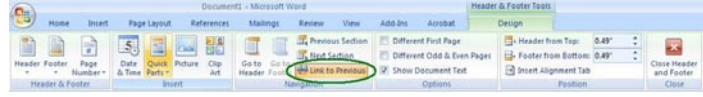
How to insert a section break

MSWord 2003	MSWord 2007
<input type="checkbox"/> Go to the “Insert” menu and select “Break” to open the small menu.	<input type="checkbox"/> Go to the “Page Layout” menu ribbon, in the “Page Setup” section, Click the “Breaks” icon to open the small menu
<input type="checkbox"/> Go down to “section break types”, and click “Next page”, and Okay. <input type="checkbox"/> This will insert a section break immediately before the chapter heading, as shown below.	

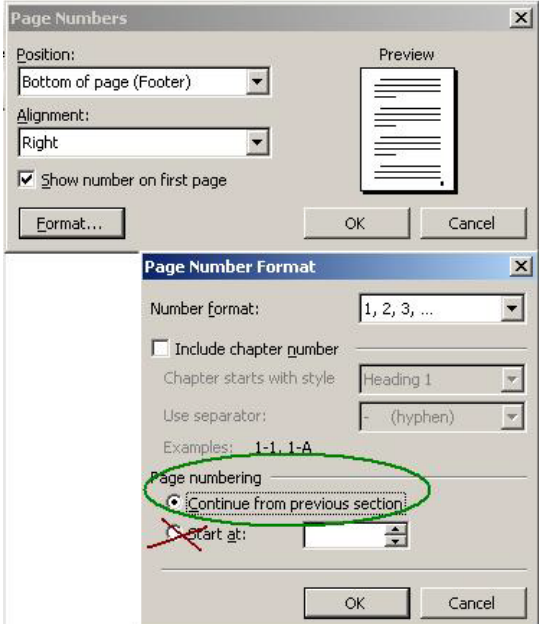


Checking page numbering and header/footer configurations

MSWord 2003	MSWord 2007
<ul style="list-style-type: none"> <input type="checkbox"/> Go to the "View" menu, to select "Header and Footer". If your page number is in the footer, select "footer". If in header, select "header" to view the header or footer section, and access the header/footer menu ribbon. 	<ul style="list-style-type: none"> <input type="checkbox"/> Go to the "Insert" to the "Header and Footer" section, <ul style="list-style-type: none"> <input type="checkbox"/> Select either header or footer, depending on where you have placed your page numbers. <input type="checkbox"/> Go to the bottom of this menu to select "Edit" to access both the header (or footer) and the design menu <input type="checkbox"/> To better see small illustrations like the one below, just increase your zoom to 200% or higher. 
<ul style="list-style-type: none"> <input type="checkbox"/> Inspect the page number first. <input type="checkbox"/> In MSWord 2003, the page number will probably be "1", which is incorrect. This is caused by the MSWord default setting called "Same as Previous". See this noted on the right side of the header or footer. 	<ul style="list-style-type: none"> <input type="checkbox"/> Inspect the page number first. <input type="checkbox"/> In MSWord 2007, the page number will probably be correctly sequential from the previous section. MSWord seems to have corrected this default weakness in the new software edition. <input type="checkbox"/> In addition, "Same as Previous" does not SEEM to affect the page number configuration. But check, always. <input type="checkbox"/> If the page number is incorrect, it will need to be changed by first deactivating the "Link to Previous",

MSWord 2003	MSWord 2007
 <p>Cause of the problem</p> <p>Same as Previous...</p> <p>Remove in header and footer</p> <p><input type="checkbox"/> In the Header and Footer menu bar, which has appeared, you will see, circled in red below, the "Same as Previous" button, in grey, to indicate it is active. Click to deactivate.</p>	<p>which can be found in the middle of the header/footer design menu ribbon. See circled icon in the illustration below.</p> 

Correcting page numbering

MSWord 2003	MSWord 2007
<p><input type="checkbox"/> Now go to the Insert menu, and click on "Page Number"</p> <p><input type="checkbox"/> Make sure the "Show number on first page" is ticked. It means "...of this section".</p> <p><input type="checkbox"/> Click the "Format" button, to access that menu.</p>	<p><input type="checkbox"/> Go to the "Insert" menu ribbon, to find the Header & Footer section again.</p> <p><input type="checkbox"/> Click "Page Number" to open the small "format" menu.</p>
<p><input type="checkbox"/> In both MSWord 2003 and 2007, you will see that the page numbering is probably "Start at" with "1" in the little window pane.</p> <p><input type="checkbox"/> Change this to "Continue from previous section" to ensure the page numbering is converted to be properly sequential</p>	
	

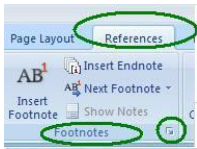
Insert the remaining section breaks

- You can first insert all remaining section breaks at the beginning of each chapter, then check them, as described above. ALWAYS CHECK. Don't depend on MSWord consistency.

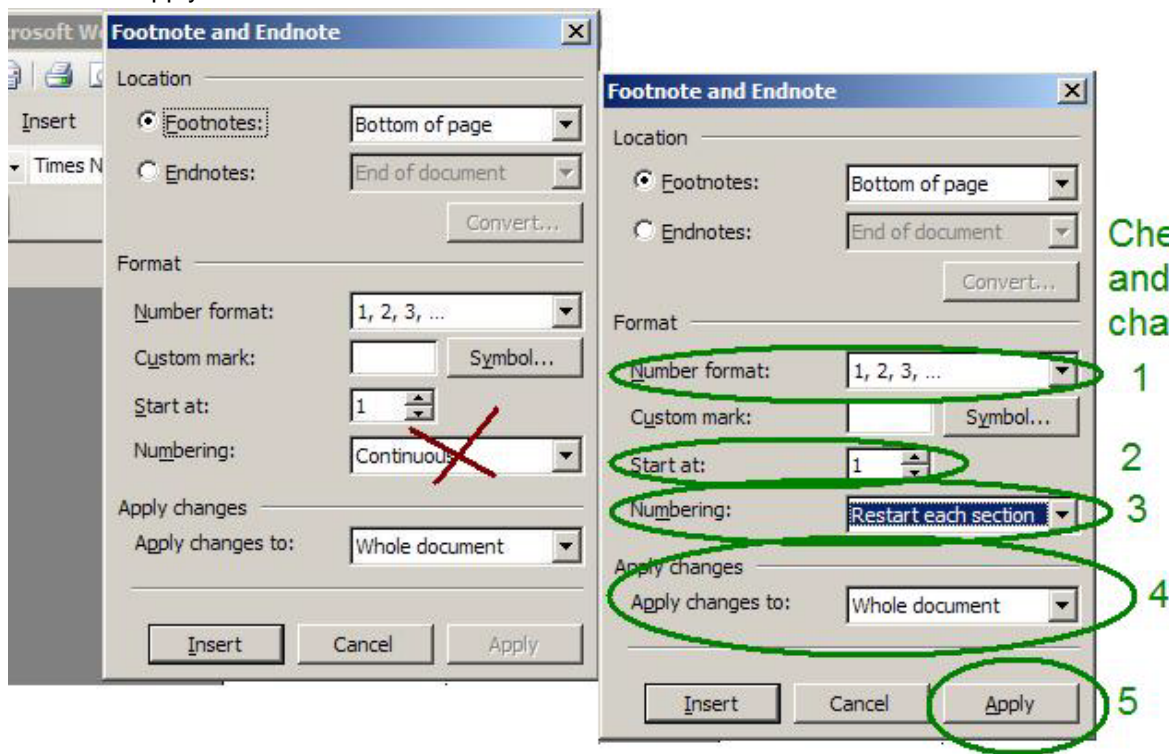
- In contrast to the first break, the header/footer configurations should **remain** "SAME AS PREVIOUS".
- This should enable the page numbers to **also remain** "CONTINUE FROM PREVIOUS SECTION."

Changing Footnote configurations

- It is now possible to change the footnote configurations.

MSWord 2003	MSWord 2007
<ul style="list-style-type: none"> <input type="checkbox"/> In MSWord 2003, you access the footnote configurations using the same route as for inserting footnotes. use the Insert menu to go to "Reference" Select "Footnotes". 	<ul style="list-style-type: none"> <input type="checkbox"/> In MSWord 2007, go to the "References" menu ribbon, find the "Footnotes" section, and click the small arrow at the bottom right corner. 

- The following directions are the same for both MSWord 2003 and 2007.**
 - Under "Format" you will see that the numbering is set as "continuous". Change this to "Restart each section."
 - KEEP the configuration "Apply changes" to "Whole document".
 - Click the "Apply" button.



Check the footnote numbering in each section.

- Again, don't trust MSWord. Check each section to be sure that your footnotes correctly start at "1" in each chapter.
- One easy way to check is to use the "Select Browse object" tool.
- Locate your cursor either on main page text or on one of the footnotes below.

- Look to the bottom right corner of your MSWord window to see the radio button with double arrow heads above and below. Click the button to open the menu. The illustration shows one option for specialized searching, but you can mouse over the icons to find "Browse by footnote".
- Click to select and go to the first footnote. If you had located your cursor in the main body, you would go to the footnote number in the next. If you had located it on an actual footnote, you would be taken to the next footnote below the footnote line.
- If they do not, go back to the Footnote and Endnote format menu, and check that you correctly set the numbering to "restart each section", and that you did hit the "Apply" button.
- Check again.
- If they have not changed, try updating all fields:
 - Highlight your entire document with "Select All" (found on the Home menu ribbon, at the right side under "Editing". Choose "Select", then "Select All."
 - Then hit the "F9" button on your keyboard to make the small "Update Table of Contents" menu appear. Click "Update entire Table", and hit Okay. The menu will reappear. Do it again. And again, until the menu stops appearing.
- If this still does not work, then you may have too many active fields (automatically numbered features, including footnotes, page numbers, headings, paragraphs, etc). for the amount of active memory available on your computer. You can release some memory by temporarily turning off the spelling and grammar checks which are "memory-greedy".
- In word 2003, go to Tools/Options/spelling and grammar.
- In MSWord 2007, go to the Office menu at the upper right corner of your Word window, go to "Word Options at the bottom, click on "Proofing".

