1. Go to the bottom of your outline page and click at the end of ALL of your typing.
2. Go to **Insert** at the top of your computer screen. Go to **Break.** Then insert **Section Break (Next Page)**.
3. Now go to the page you want to begin your page numbering on and double-click on the top of your page so that it opens the Header Area.
4. Once you have the Header opened on the top of the document a tab that says **Header and Footer** should have appeared, open this.
5. Now in the **Options** section there will be a check mark in the Link to Previous box. Deselect this.
6. Now click the **Document Elements** tab. Under the **Header and Footer** section click Page #.
7. A box will pop up that says Page Numbers on the top and on the bottom of it click the Format button.
8. The Page Number Format box will pop and at the bottom of it the title Page Numbering with Continue at previous section and Start at.
9. Click the box that is by Start at and enter 1 into it.
10. Press ok on both the boxes you can type your name in the header now.
11. Now you can exit the header. And you’re Done!