## Task 5.4   Printing pages across sections

If you have a document with differently formatted page numbers in each section, you must supply both the page and section numbers of the range you want to print. In a document that contains more than one 'page 1', Word does not know which page 1 to print.

You can display the section and page numbers in the status bar at the bottom of the screen:

Page: 51   Section: 3   Page: 55 of 68

Formatted page   Section   Page
number   number
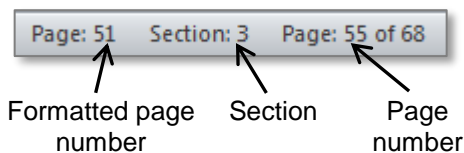
Formatted page number refers to the page number as displayed in the document footer; *Page number* is the physical page.

Try this...

1.   Right-click on the status bar and check the entries for *Formatted Page Number*, *Section*, and *Page Number*. Click any that are not already selected.

2.   Click away from the *Customize Status Bar* menu to close it.

3.   Press **Ctrl** and **Home**, scroll forward to *Abstract* and click in the heading.

*In a document with multiple page numbering sequences, using the **Go To** dialog box (**Ctrl G**) to navigate to a page is not always reliable – you might not jump to the location you want, and will have to use an alternative navigation method, such as scrolling.*

4.   Note the formatted page number and the section number. You should be at page *iii* in section *3*.

5.   Page forward to the start of *Chapter 1*, click in the heading and note the formatted page number and the section number. This should be page *1* in section *4*.

6.   Click the *File* tab and on *Print*.

7.   Under *Settings*, click the down arrow at *Print All Pages* and select *Print Custom Range*.

8.   In *Pages*, type in the range **p3s3-p1s4** but **do not print**. Note the format of the range: *p* is the formatted page number and *s* the section number.

*Although the **Formatted Page Number** is displayed in the footer as **iii**, you must enter the print range in Arabic numerals, otherwise Word will not recognise it as valid.*

9.   Click the *Home* tab to return to document editing.