

How to remove page numbers from blank pages in Word 2003

Section 3.1 of *The Instructions to Authors – Natural Resource Report and Natural Resource Technical Report* states blank, left-hand pages are to be counted but are not to be numbered (blank pages are blank pages). This is not difficult to do in Word, but it can be tricky.

1. Each blank page needs to be a separate section, but these sections must not be linked to the previous section or the following section. To view sections open header/footer by double clicking in header or footer on the blank page
 - a. If header and footer are linked to previous section (on right side of header/footer text reads “Same as Previous”)
 - i. Click in header region, then in the header/footer toolbar click the ‘Link to Previous’ icon  this will unlink the sections
 - ii. Do the same thing in the footer region
 - iii. Follow the same procedure on the first numbered page following the blank page
 - b. If header and footer are not linked to previous section **OR** after the procedure above:
 - i. In footer section of the blank page delete the page number. This should only delete page numbers in this section
 - ii. If all page numbers disappear the sections are still linked – retry.

Word can definitely do strange things – especially if the formatting is already a little strange. Hopefully this will work out as desired – try not to pull all your hair out!

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