Page Number

This feature allows you to add a page number to the top or bottom of your document that will automatically number the pages for you.

Inserting a Page Number

Click Insert << Page Number

Add a Blank Page	}		Document1
Home Insert Des	sign Layout References	Mailings Review View EndNote X8	
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Cover Blank Page T Page Page Break	Table Pictures Shapes SmartAn	rt Chart Screenshot 🌔 My Add-ins 🔻 Media	Link Bookmark Cross-reference Comment Header Footer Page Text Box Number

Click on Page Number in the menu.

# *	A	A ·	A .
Page Number			
Format Page Numbers			
Remove Page Numbers			

A dialog box will pop up that will allow you to determine the position and alignment. You also have the option of formatting the numbers. **Click OK** when done.

Page Numbers		
Position:		
Bottom of page (Footer)		
Alignment:		
Right 🗘		
Show number on first page	,	
Format Canc	el OK	

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LIBRARY AND LEARNING SERVICES STUDY GUIDE | PAGE NUMBER (MAC) www.2.eit.ac.nz/library/OnlineGuides/Page Number Mac.pdf

To edit the numbers, double click on the Header or Footer area and highlight the number you want to edit.

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Home Insert Design Layout Refe	ences Mailings Review View EndNo Go to Go to Header Footer Link to Previous View EndNo Source Source Source View EndNo View EndNo Different First Source View EndNo Different First View EndNo Different First	Page 4 Header from Top:
		Ψ. I
		Header

Format the Page Number

To format the page numbers - **Insert** << **Page Number** << **Format Page Numbers** Select the formatting you require << Click OK to return to your document.

Page Numb	per Format
Number format: 1, 2, 3,	
Include chapter number	
Chapter starts with style:	Heading 1 🗘
Use separator:	- (hyphen)
Examples: 1-1, 1-A	
Page numbering	
Continue from previous	section
🔿 Start at:	
	Cancel OK

Inserting Page Numbers: Different on the First Page

This situation will be useful when you do not want a page number on the first page.

Click in the Header and Footer << Go to the Header and Footer tab in the ribbon << Check the Different First Page box

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Home Insert Design	Layout References	Mailings Review	View EndNote X8	Header & Footer
· · # ·		Previous	Different First Page	→ Header from Top: 1.25 cm 🛓
Header Footer Page Date & Number Time		Go to	Different Odd & Even Pa	Iles Footer from Bottom: 1.25 cm + Close Header and Footer





Inserting Page Numbers: Different than 1

Insert << Page Number << Format Page Numbers

Type the Page Number you want to start at. You may want to use 0 if you set your document up with a Different first page. This way your first page will be 0 and not show and the second page will begin at page 1.

Page Numb	per Format	
Number format: 1, 2, 3,	C	
Include chapter number		
Chapter starts with style:	Heading 1 🗘	
Use separator:	- (hyphen)	
Examples: 1-1, 1-A		
Page numbering		
 Continue from previous section 		
O Start at:		
	Cancel OK	

Inserting Page Numbers: Different Page Numbers in One Document

You may want to set out an essay with two different number styles. In academic essays Roman numerals start after the title page until the body of the essay begins. For example this may include an abstract, table of contents, executive summary etc ... Arabic numbers start from the main body of the essay.

To achieve this you will need to use Section Breaks in your document. Please refer to the **Margins, Page Orientations, and Breaks** guide for a further explanation on this. Change the number format in the Page Number Format window.

It is easier to tackle the Page Layout first and create Section Breaks in your document before you add the text.

Turn the **show/hide** button on, this shows paragraph marks and other hidden formatting symbols (they will not show on your printed document), this will show your section breaks clearly.



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