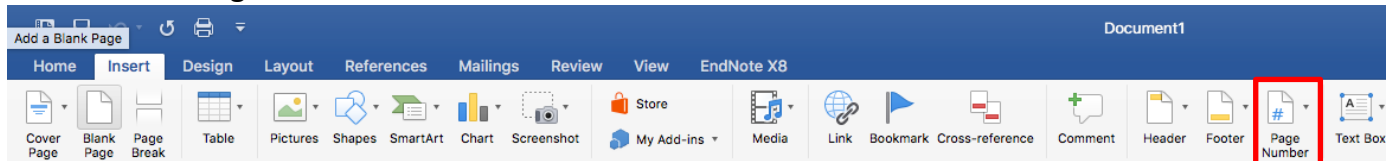


## Page Number

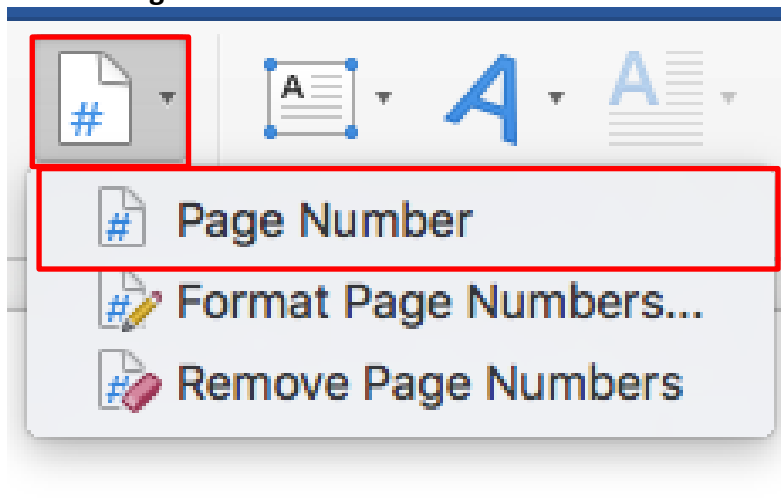
This feature allows you to add a page number to the top or bottom of your document that will automatically number the pages for you.

### Inserting a Page Number

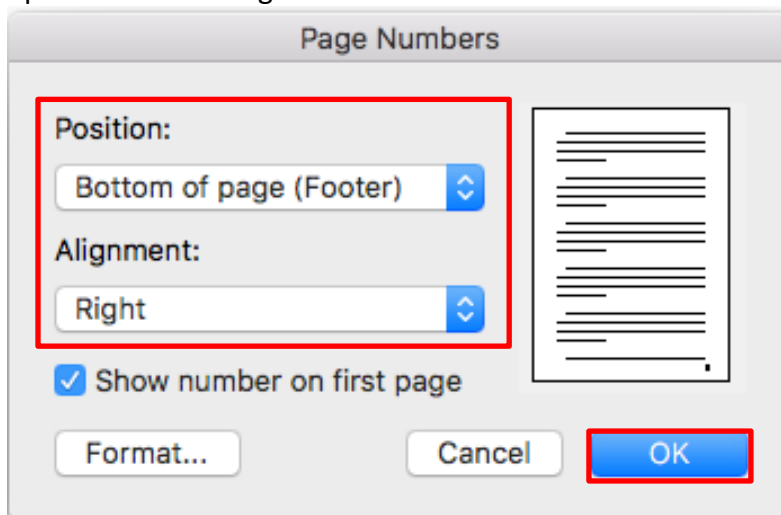
Click **Insert << Page Number**



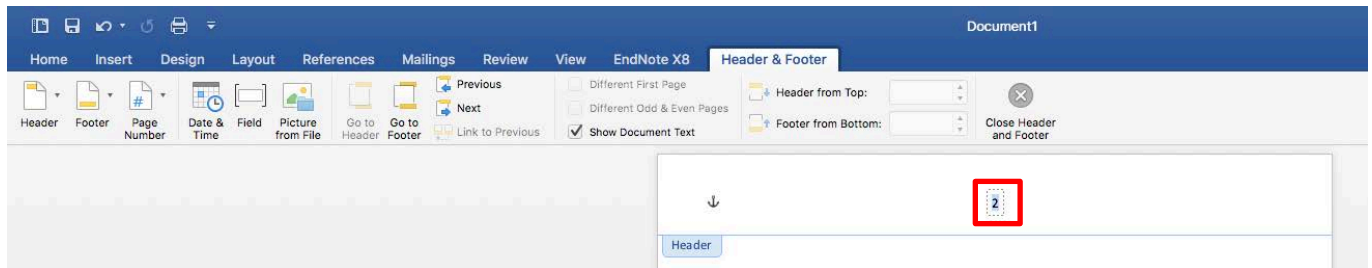
Click on **Page Number** in the menu.



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.



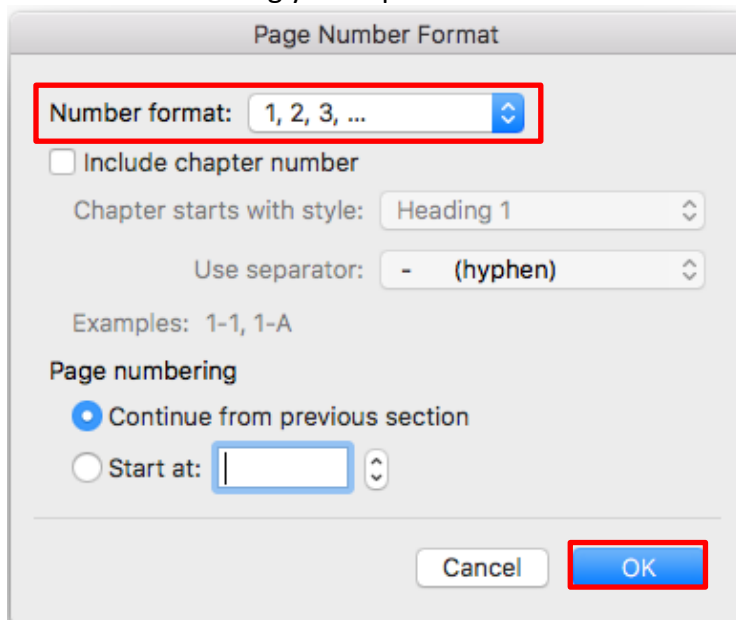
To edit the numbers, double click on the Header or Footer area and highlight the number you want to edit.



## Format the Page Number

To format the page numbers - Insert << Page Number << Format Page Numbers

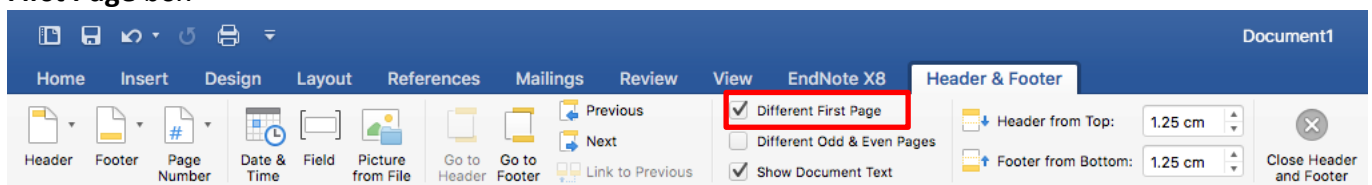
Select the formatting you require << Click OK to return to your document.



## 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.

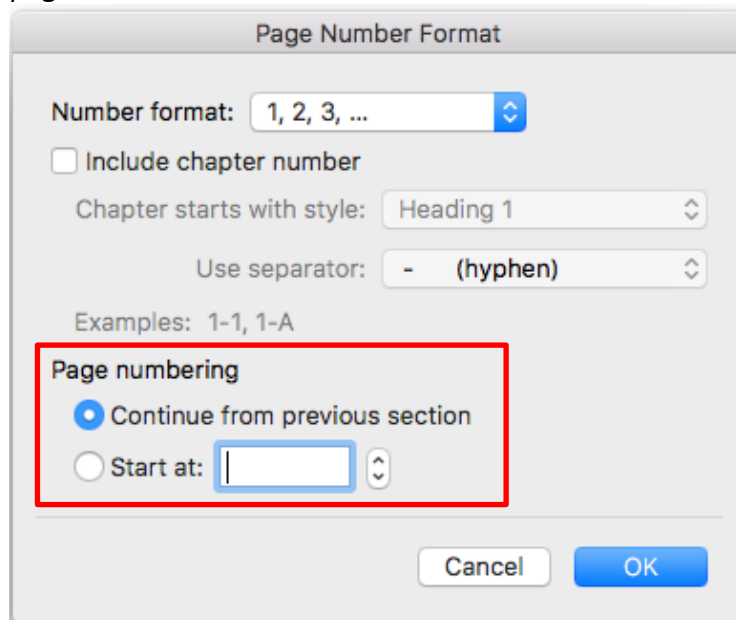
Click in the **Header and Footer** << Go to the **Header and Footer** tab in the ribbon << Check the **Different First Page** box



## 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.



## 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.