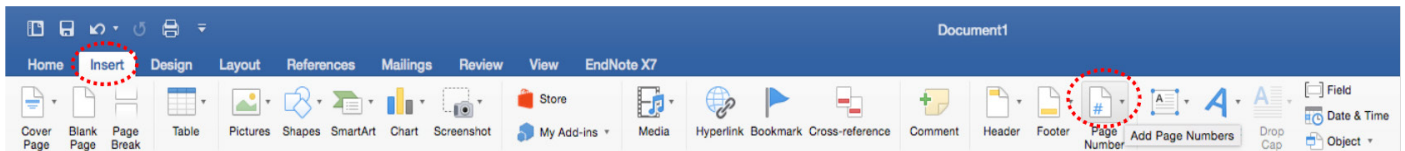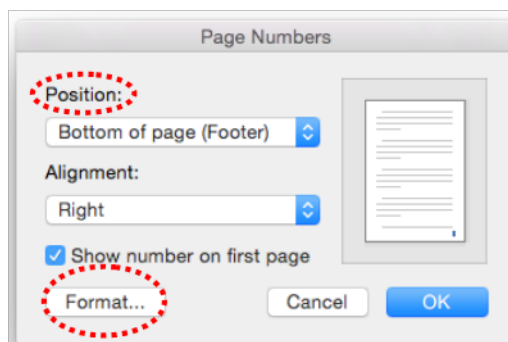# Mac Guide: Microsoft Word 2016
Inserting Page Numbers (and formatting them)

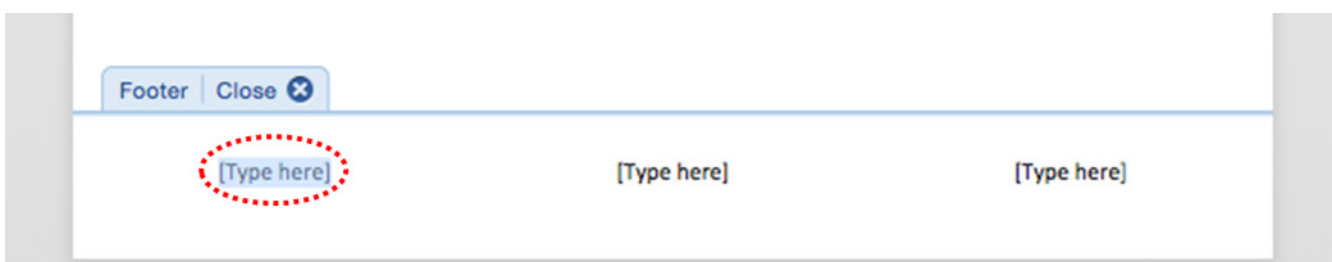### Inserting Page Numbers (and formatting them)

Insert >> Page Number

Identify where you want your page numbers to be positioned (top or bottom of page), and then select the format button.
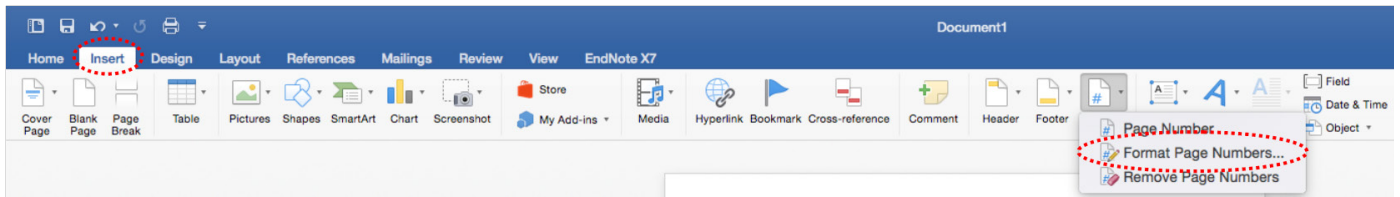

To edit the numbers, double click the Header or Footer area and highlight the number you want to edit.
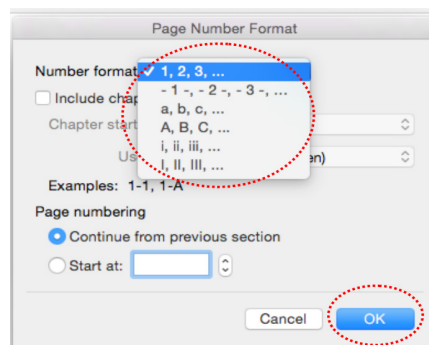
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To format the page numbers, go to Insert >> Page Number >> Format Page Numbers…
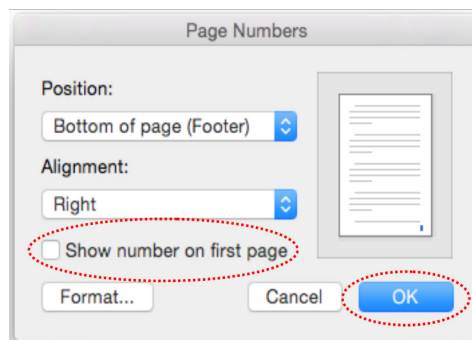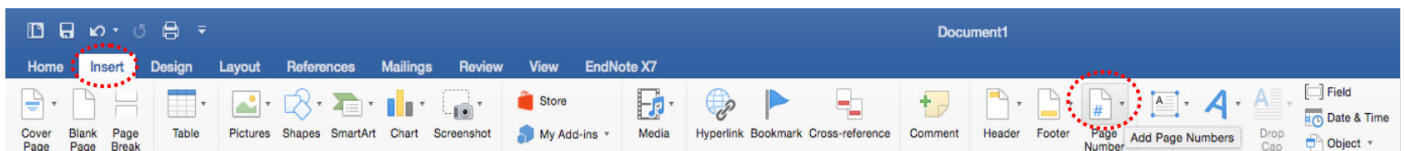

Select the **Number format** required, click **OK** to return to your document.

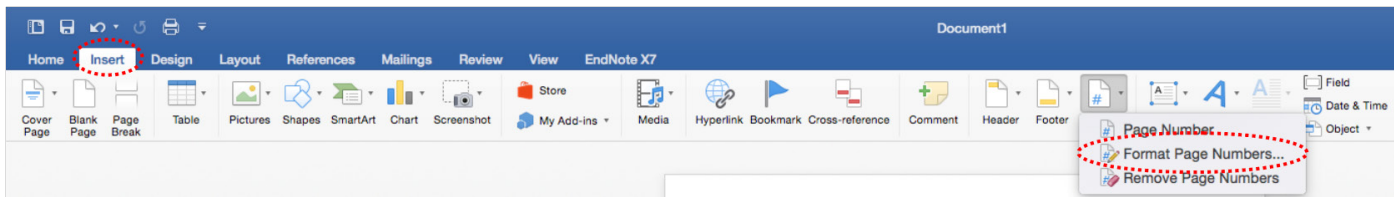## Inserting Page Numbers: Different on the First Page

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

Insert >> Page Number >> Page Number >> Remove the tick from the Show number on first page box >> Click **OK**.
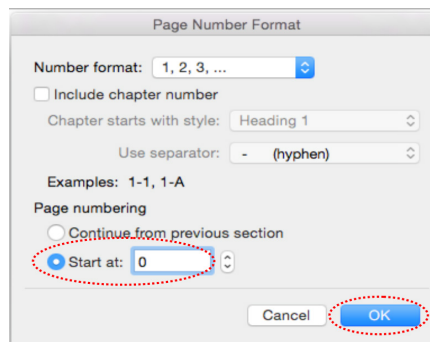

Inserting Page Numbers: Different than 1

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 with a Different on the first page system. This way your first page will be 0 (and not show) and the second page will begin at page 1.
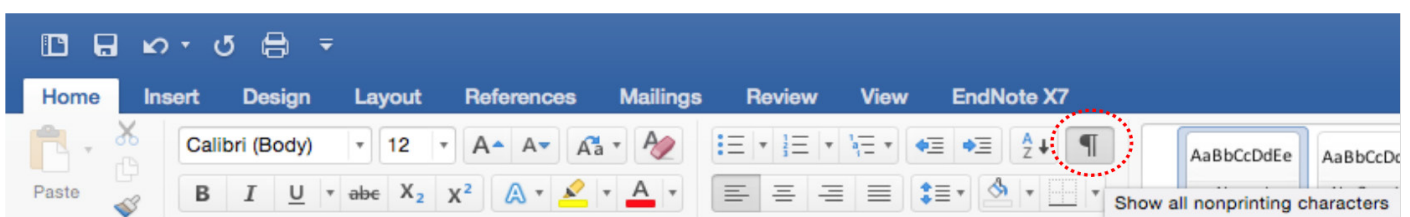

Inserting Page Numbers: Different Page Numbers in One Document

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. Change the number format in the Page Number Format window.

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

Turn the nonprinting characters on, this shows paragraph marks and other hidden formatting symbols (will not show on your printed doument), this will show your section breaks clearly.

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