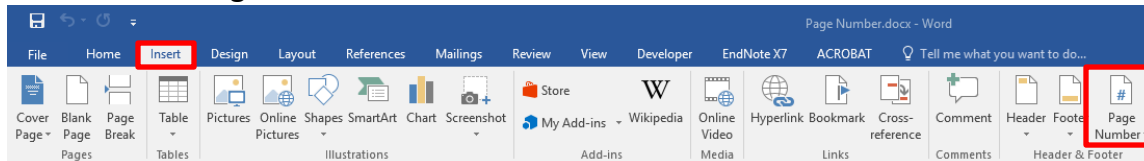


Page Number

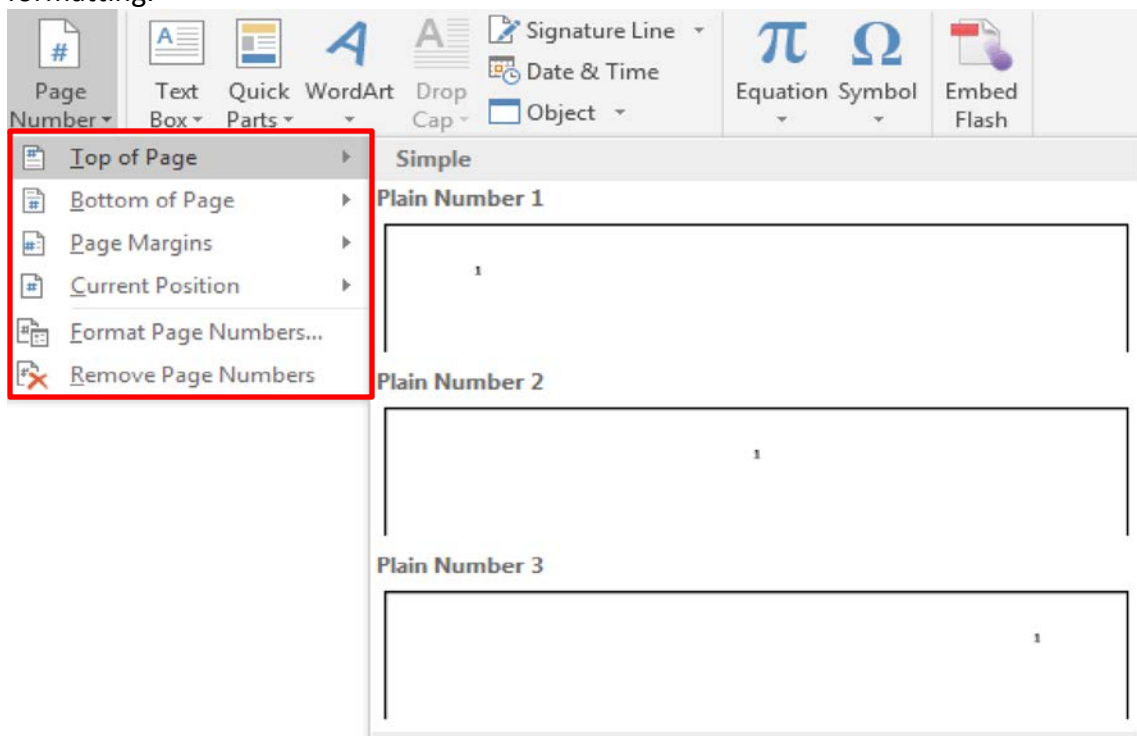
This feature allows you to add a page number to the top or bottom of your document that will automatically number the pages for you.

Inserting a Page Number

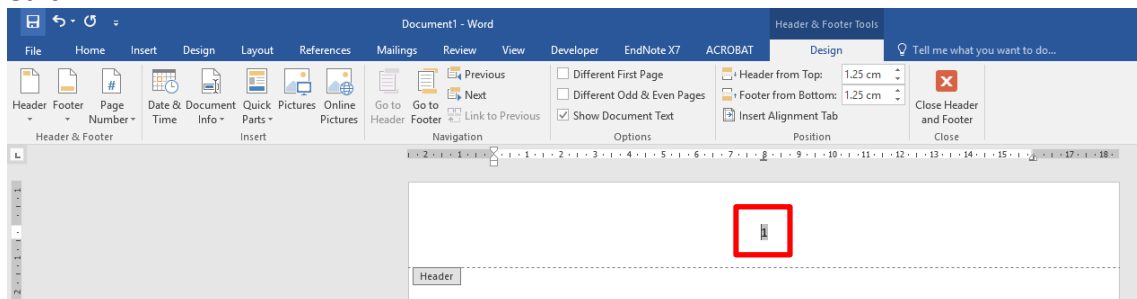
Click **Insert** << **Page Number**



Identify where you want your Page Numbers to be positioned (top or bottom of page), then **select** the formatting.



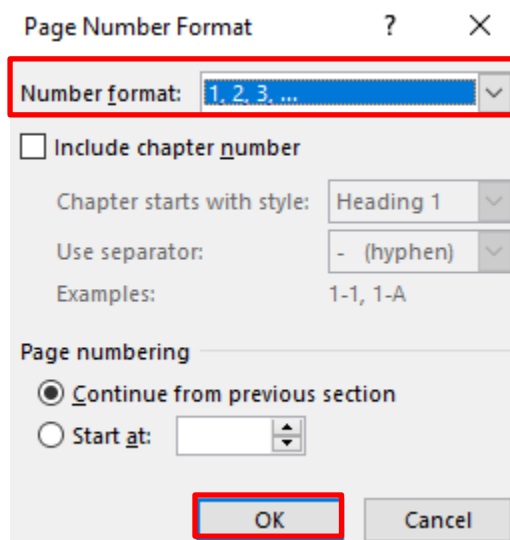
To edit the numbers, double click on the **Header** or **Footer** area and **highlight** the number you want to edit.



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.



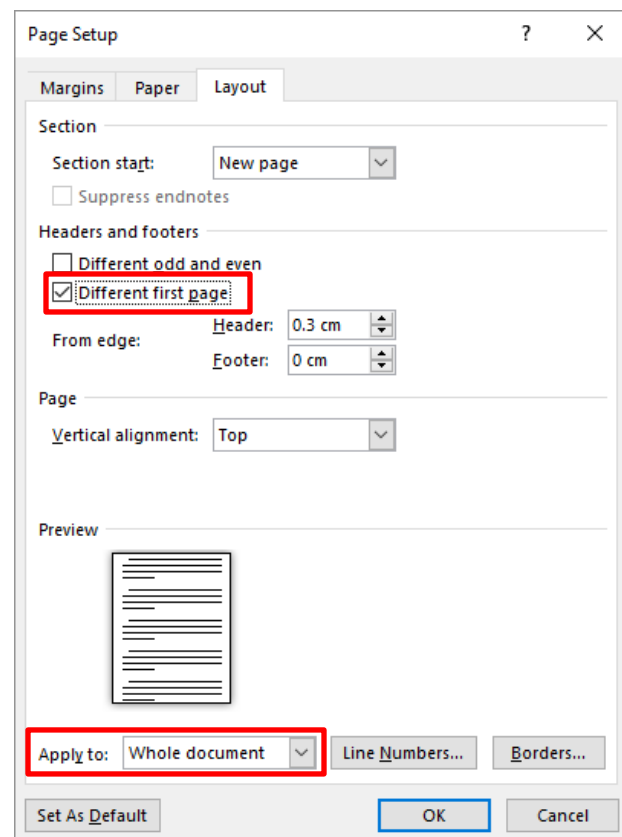
The 'Page Number Format' dialog box is shown. The 'Number format' dropdown is set to '1, 2, 3, ...'. The 'Include chapter number' checkbox is unchecked. The 'Chapter starts with style' is set to 'Heading 1'. The 'Use separator' is set to '- (hyphen)'. The 'Examples' field shows '1-1, 1-A'. Under 'Page numbering', the 'Continue from previous section' radio button is selected. The 'Start at' field is empty. The 'OK' button is highlighted with a red box.

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.

Page Layout << Page Setup << click the arrow in the bottom right-hand corner.

Select the **Layout** tab << check the **Different First Page** box in the **Headers and Footers** section << **Apply to Whole document** (when you have no sections in your document, in which case select **This section**)

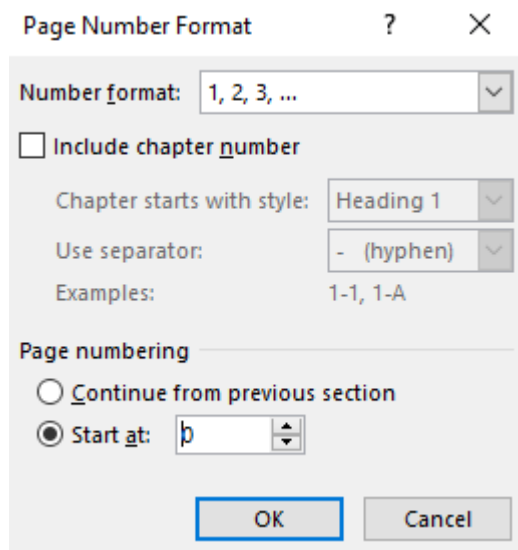


The 'Page Setup' dialog box is shown with the 'Layout' tab selected. The 'Section start' dropdown is set to 'New page'. The 'Suppress endnotes' checkbox is unchecked. Under 'Headers and footers', the 'Different first page' checkbox is checked and highlighted with a red box. The 'From edge' section shows 'Header' as 0.3 cm and 'Footer' as 0 cm. The 'Page' section shows 'Vertical alignment' set to 'Top'. A preview of a document page is shown. The 'Apply to' dropdown is set to 'Whole document' and is highlighted with a red box. The 'OK' button is highlighted with a blue 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 before and after where you want the change to occur. 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.

