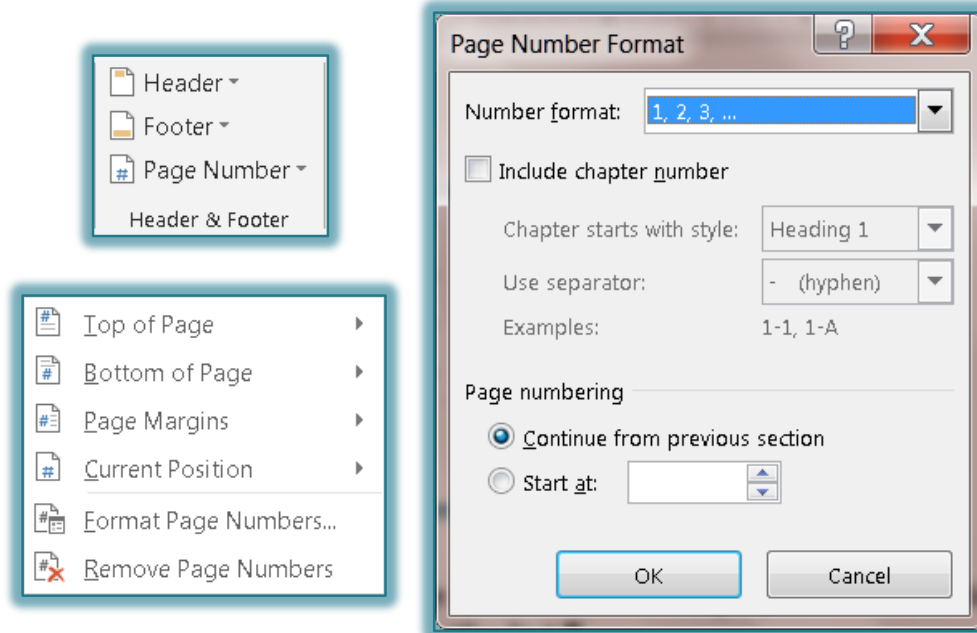


PAGE NUMBERING

Page numbers can be inserted into many different areas within a Word document or to selected sections of the document. This document will explain how to apply Page Numbers to all pages of a document.

- ✦ Click the **Insert Tab**.
- ✦ In the **Header and Footer Group**, click the **Page Number** button (see illustration below top left).
- ✦ A list of locations for **Page Numbers** will display (see illustration below bottom left).



- ✦ Click one of the options in the list.
- ✦ A gallery of different formats will appear.
- ✦ Click one of the options in the gallery to apply it to the page.
- ✦ The **Page Numbers** will appear in the header or footer area of the document.
- ✦ The document page will appear as though it is in the background.
- ✦ To change the format of the **Page Numbers**, click **Format Page Numbers**.
 - ⚙ The **Page Numbers Format** dialog box will appear (see illustration above right).
 - ⚙ In the **Number Format** list, select a different format such as roman numerals.
 - ⚙ If the **Chapter Number** is to be included, click the check box for that option.
 - ⚙ Additional options will appear below the selected options.
 - ⚙ To change the starting page number, click the spinner arrows for the **Start at** box until the page number appears.
 - ⚙ When all the choices are made, click the **OK** button.
- ✦ To insert the **Page Number** at the location of the insertion point, click **Current Position**.
 - ⚙ A gallery of possible formats will display.
 - ⚙ Click the desired format.
 - ⚙ The **Page Number** will appear in the header or footer area of the document.
- ✦ To remove the **Page Numbers** from the document, click the **Remove Page Numbers** option.
- ✦ The numbers will be removed from the document.