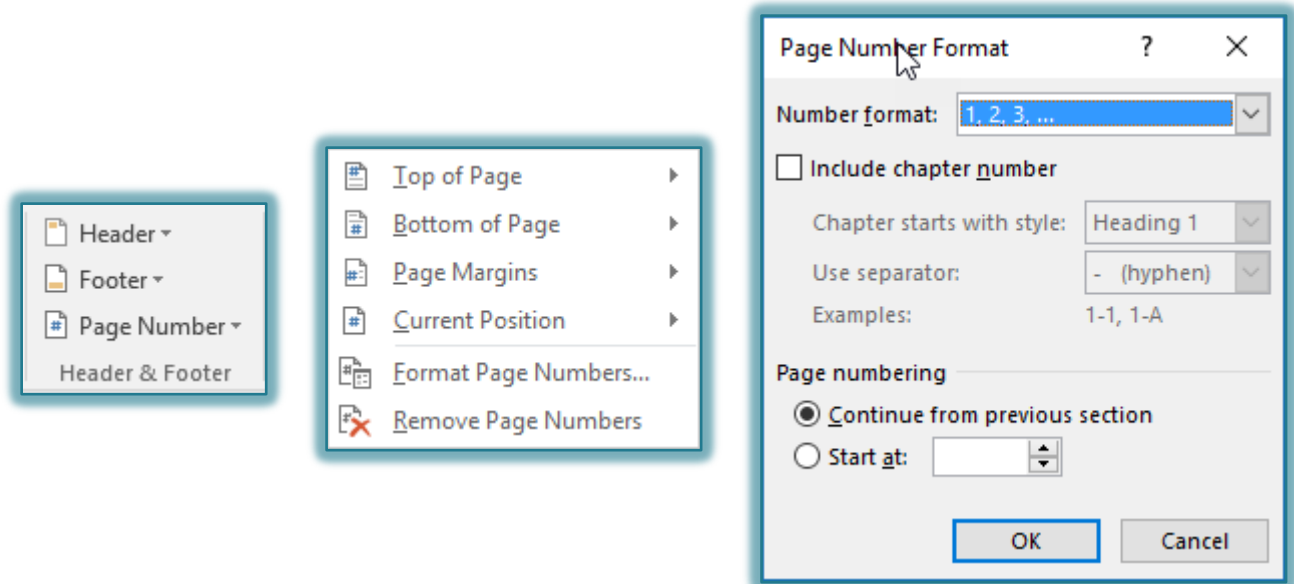# PAGE NUMBERING

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).
✧ A list of locations for **Page Numbers** will display (see illustration).

✧ 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.