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.