

MICROSOFT WORD

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Page Numbers

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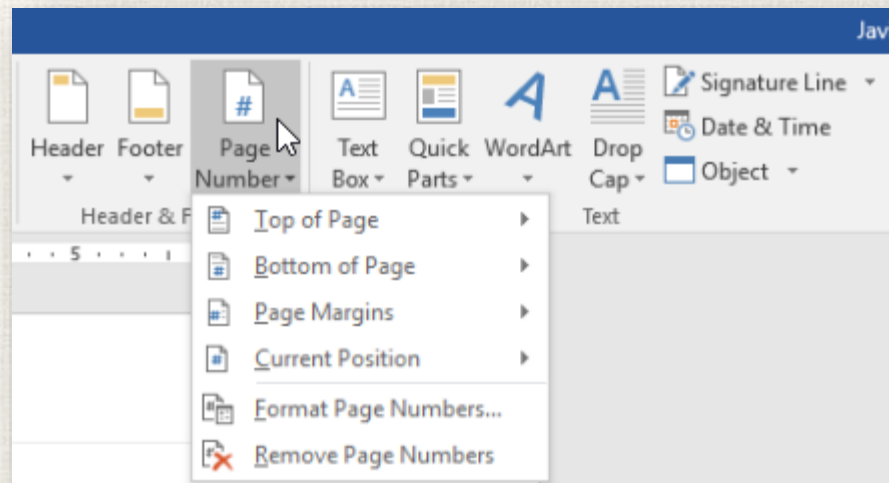
Introduction

- ▶ **Page numbers** can be used to automatically number each page in your document. They come in a wide range of number formats and can be customized to suit your needs. Page numbers are usually placed in the **header, footer, or side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

Adding page numbers

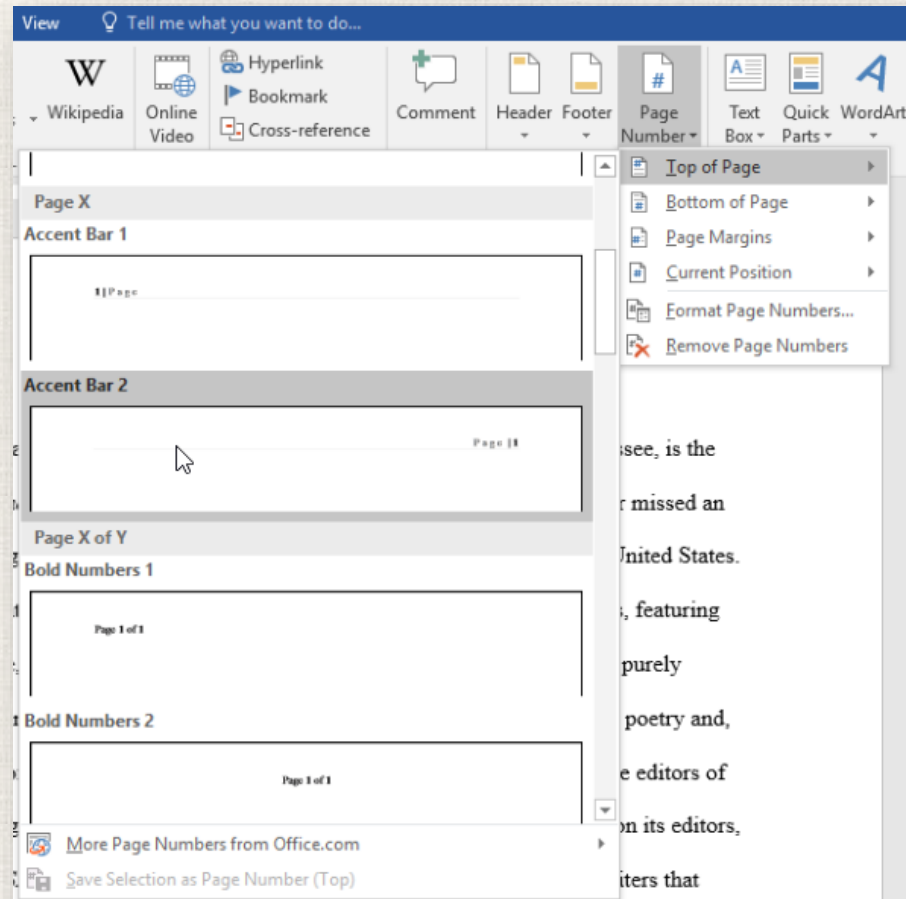
Word can automatically label each page with a page number and place it in a header, footer, or side margin. If you have an existing header or footer, it will be removed and replaced with the page number.

1. On the **Insert** tab, click the **Page Number** command.



Adding page numbers

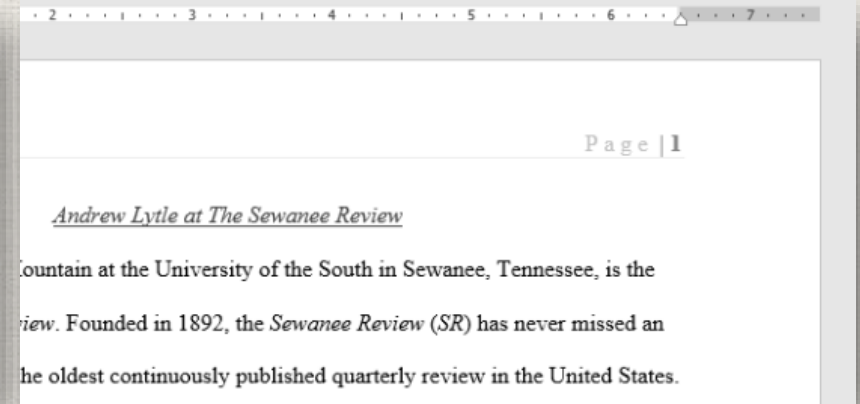
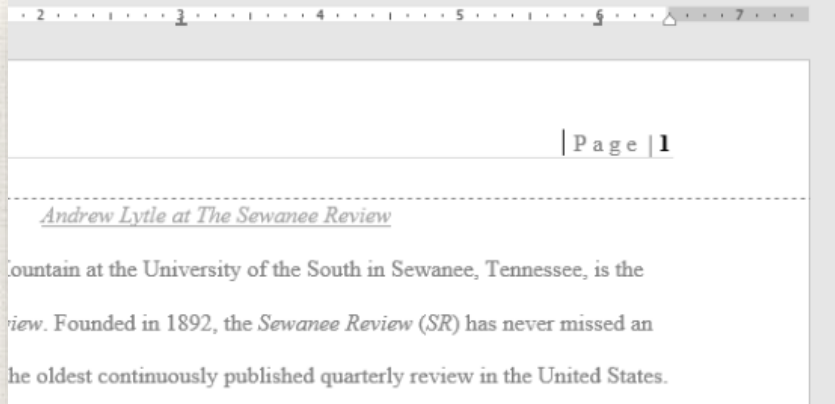
2. Open the **Top of Page**, **Bottom of Page**, or **Page Margin** menu, depending on where you want the page number to be positioned. Then select the desired style of header.



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Adding page numbers

3. Page numbering will appear.
4. Press the **Esc** key to lock the header and footer.



5. If you need to make any changes to your page numbers, simply double-click the header or footer to unlock it.

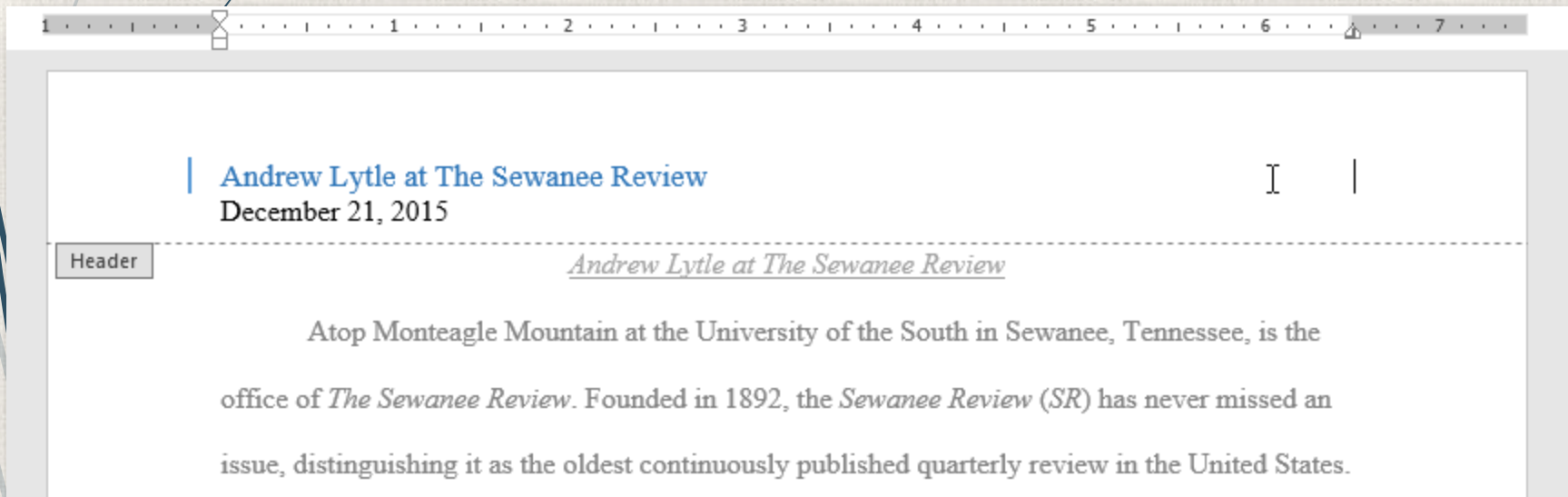
If you've created a page number in the **side margin**, it's still considered part of the **header** or **footer**. You won't be able to select the page number unless the header or footer is selected.

Adding page numbers

Adding page numbers to an existing header or footer

If you already have a header or footer and you want to add a page number to it, Word has an option to automatically insert the page number into the existing header or footer. In our example, we'll add page numbering to our document's header.

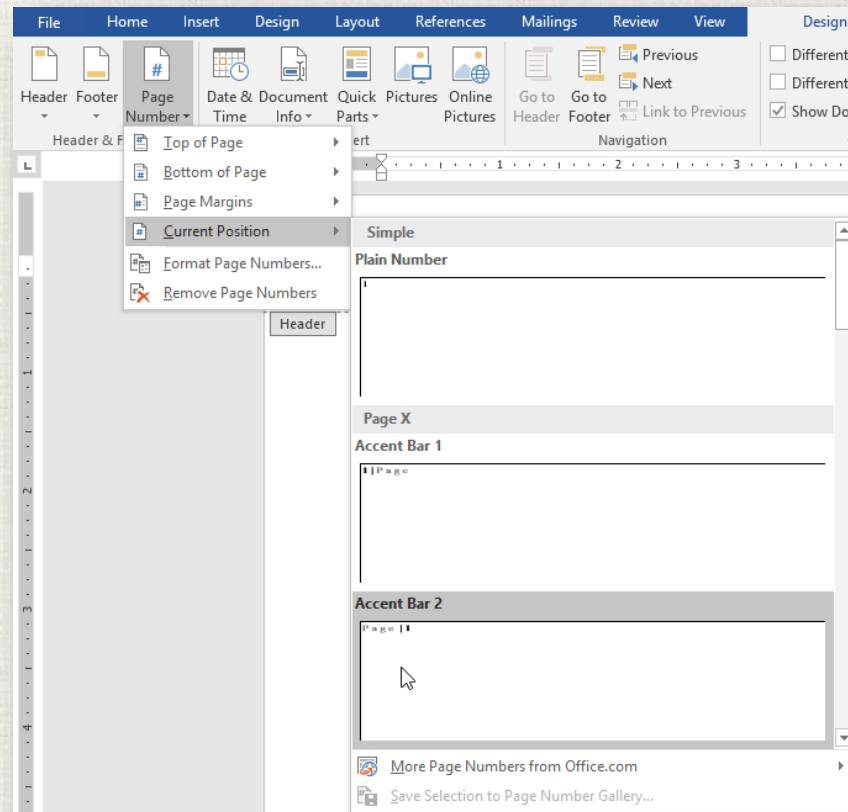
1. Double-click anywhere on the **header** or **footer** to **unlock** it.



Adding page numbers

Adding page numbers to an existing header or footer

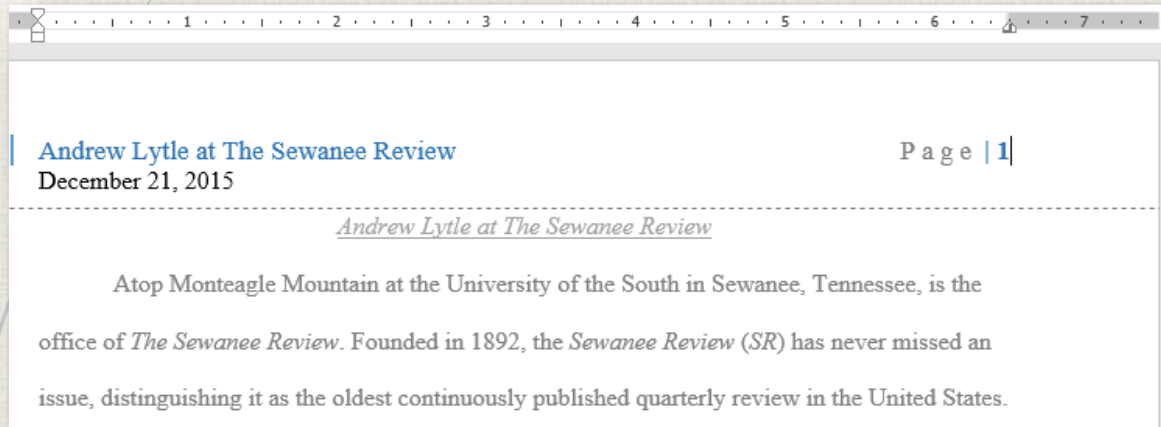
2. On the **Design** tab, click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



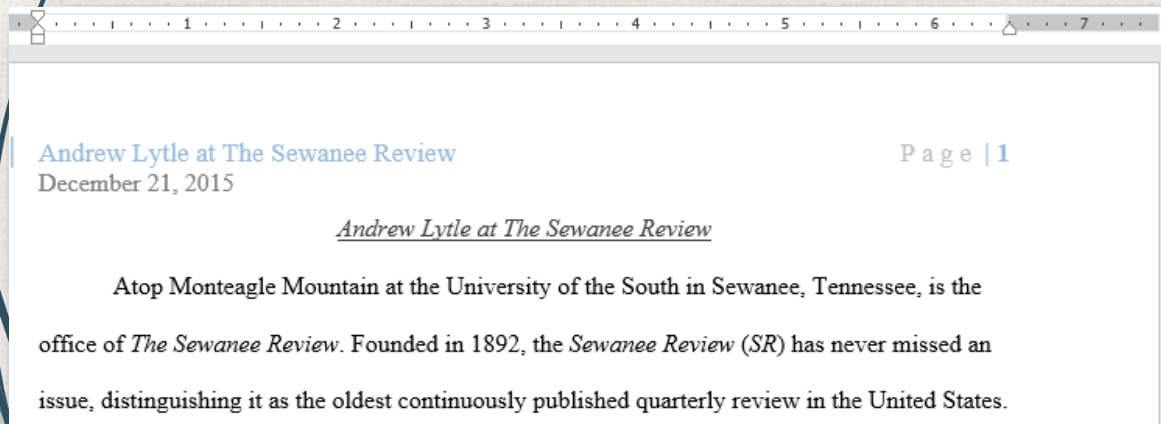
Adding page numbers

Adding page numbers to an existing header or footer

3. Page numbering will appear.



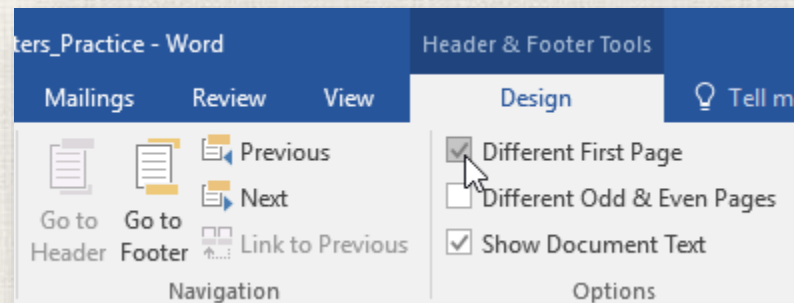
4. When you're finished, press the **Esc** key.



Hide page number on the first page

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

1. Double-click the header or footer to unlock it.
2. From the Design tab, place a check mark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the first page.

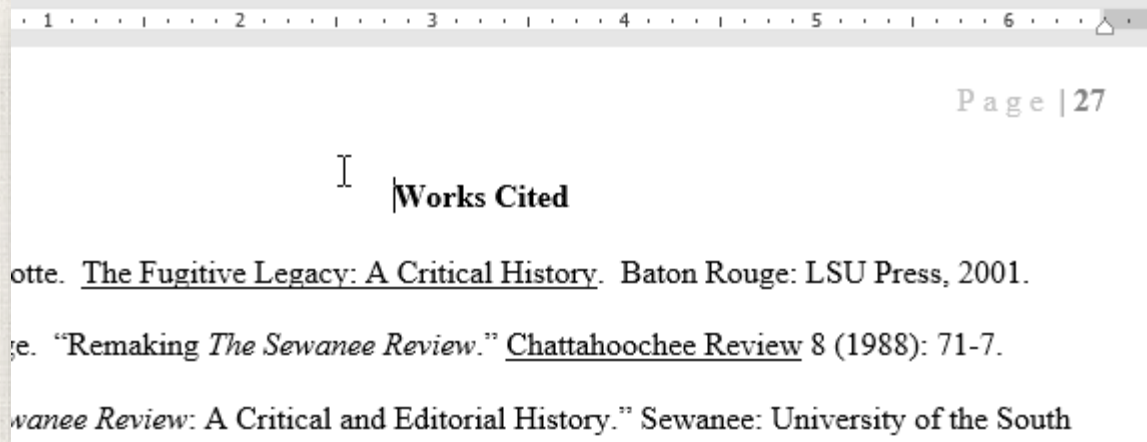


If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected. Click in an empty area within the header or footer to make sure nothing is selected.

Restart page numbering

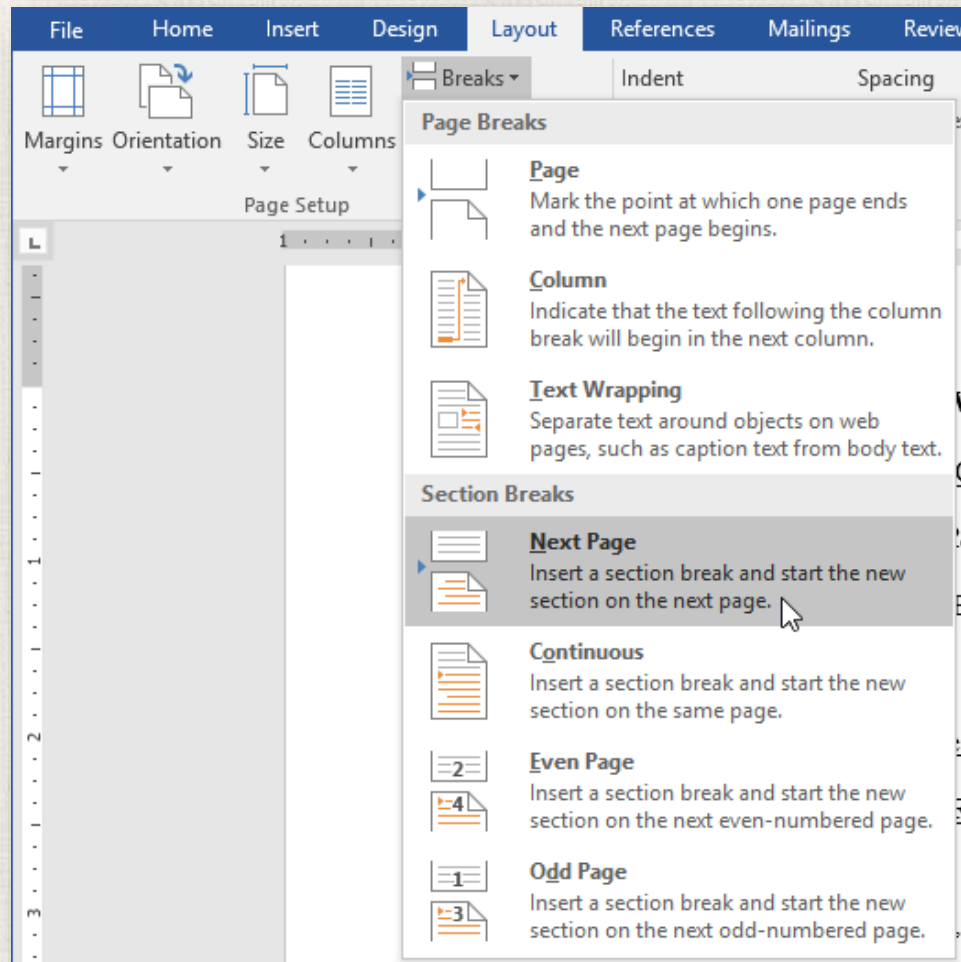
Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.



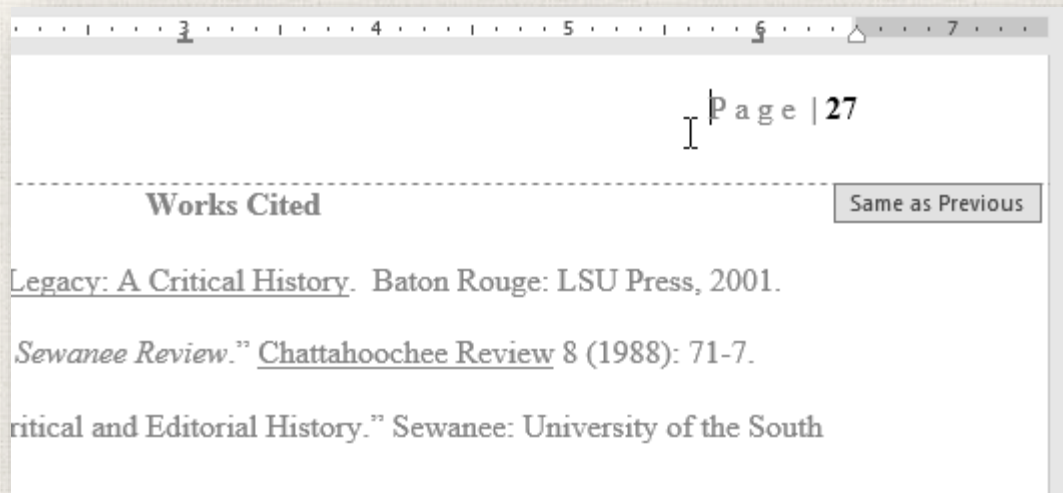
Restart page numbering

2. Select the **Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.



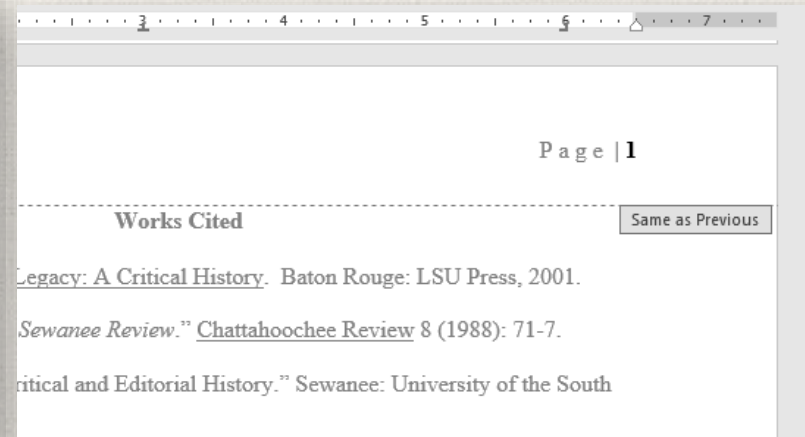
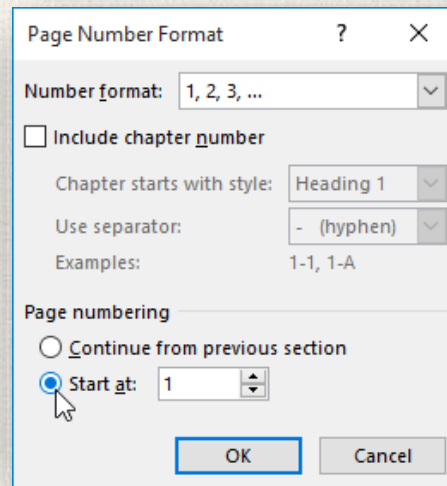
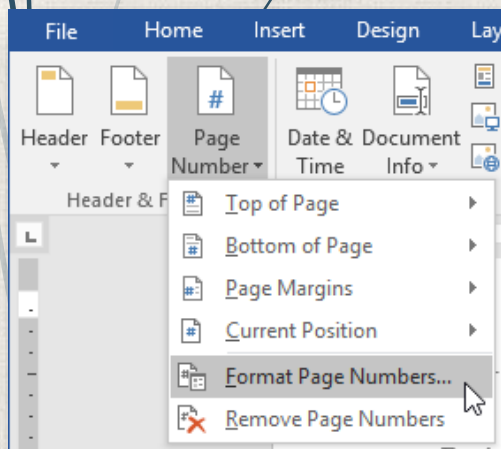
Restart page numbering

3. A section break will be added to the document.
4. Double-click the **header or footer** containing the page number you want to restart.



Restart page numbering

5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.
6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number. When you're done, click **OK**.
7. The page numbering will restart.



Practice

- Open our **practice document**.
- On page 1, insert the **Accent Bar 4** page number at the **Bottom of page**.
- In the **Design Options**, choose **Different First Page**. The page number should now be hidden on the first page.
- Scroll to **page 27** of the document.
- Place your cursor at the beginning of the title **Works Cited** and insert a **Continuous Section break**.
- In the footer of page 27, **restart the page numbering** at 1.

Parts. Baton Rouge: LSU Press, 1966. 193-201.

---. "Literary Portraits: Flannery O'Connor." Southerners and Europeans: Essays is a Time of

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END