

How to Insert Page Numbers into a Word: 2007 Document

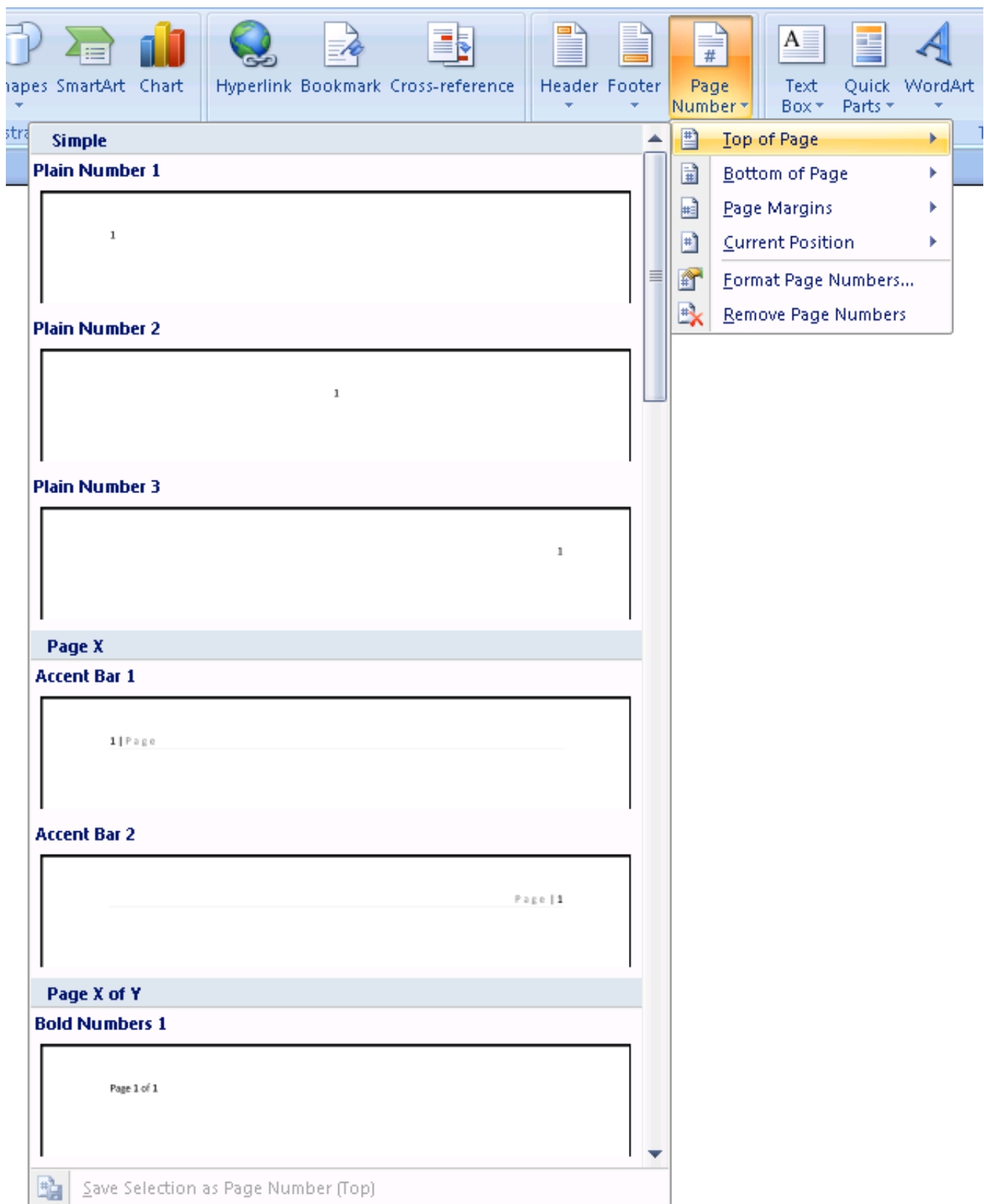
Subject Descriptors: Page numbers, How to insert page numbers, How to customize page numbers, Word: 2007, How do I insert page numbers?

Application: Microsoft Word: 2007, Windows xp

Task Description: How do I insert page numbers into a word: 2007 Document?

Tutorial Date: 20 May, 2009, By Sarah Zabriskie

Inserting Page Numbers

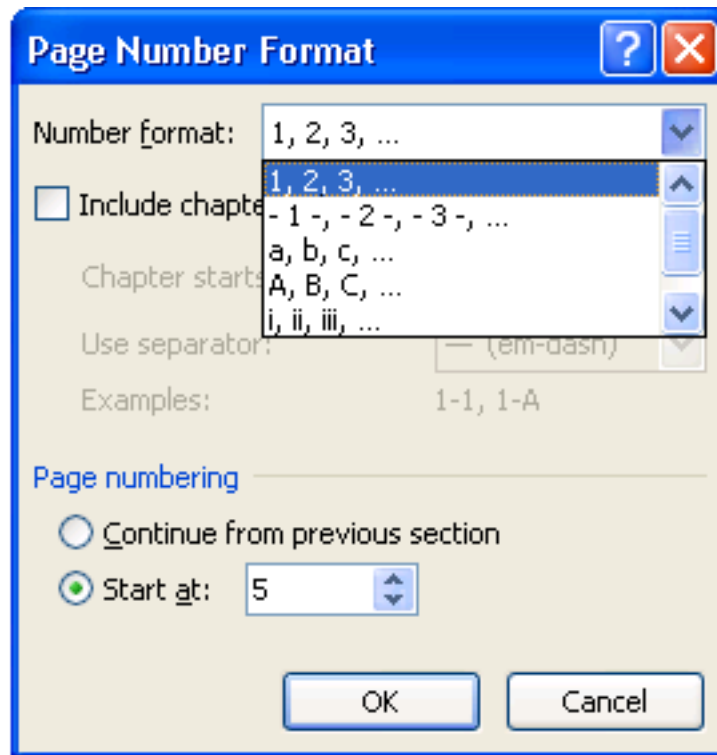


- 1) Select the **Insert** tab
- 2) In the **Header and Footer** group select **Page Number**
- 3) A drop-down box will appear with different options for the position of your page numbers (top of

page, bottom of page, in the margin, etc) Place the cursor over the option that will be appropriate for your document.

4) Once the cursor is over the option you have chosen, another drop-down box will appear with different style options. Click on the appropriate style for your document and it will be applied to your paper.

Customizing Your Page Numbers



If you don't like any of the page number options in the drop-down box, you may customize and create your own style of page numbers.

1) Select the **Insert** tab

2) In the **Header and Footer** group select **Page Number**

3) A drop-down box will appear with different page number options.

4) Click on **Format Page Numbers** at the bottom of the drop-down box. A new window will appear which will allow you to choose the appropriate numbering format for your document.

There are several options in this window which will allow you to format your numbers a couple of different ways. These options are explained below.

- **Number Format** allows you to choose a different numerical format, such as roman numerals and the alphabet, to insert as the page numbers in your document. Click on the arrow beside this option and use the scroll bar to browse through the options. Select the appropriate style for your document.

- If your document contains section breaks in it, your numbering sequence will stop each time it arrives at a section break. In order to continue your numbering sequence throughout the entire document, you can click on the circle beside **Continue From Previous Section**. By selecting this option, the numbering format will continue throughout the entire document (Even when it comes to a

section break)

- Your page numbering doesn't always have to start at number one. You can specify which number you would like to start at using the **Start At** option. Use the arrows to the right of this option to specify the number you would like the page numbering to start at.