Page Numbering in Microsoft Word

South Puget Sound Community College Student Computing Center Written by: Chris Dorn

As with most formatting features in Word, there is more than one way to insert page numbers into a document. Two reliable ways include using the Insert tab and double clicking in the header or footer, both of which are explained in this tutorial.

Page Numbering: Using the Insert Tab

One method for adding page numbers is to select the Insert tab and click on Page Number, which is found in the Header & Footer group:

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Once you select Page Number, you are presented with a dropdown menu of options. These let you place the page numbers on various parts of the page.

For instance, if you select Top of Page and then choose the second option, each page will be numbered in the center of the top margin:

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After you have inserted page numbers, you may add text on either side of the numbers, simply by placing the cursor where you wish and then typing text as normal. Some essay formatting, for example, asks you to put your last name along with the page number:

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	Dorn 1	
	Header Chris Dorn MS Word Formatting Sample	
	South Puget Sound Community College grew organically out of the educational needs of the community. In September 1962, the Olympia School District founded the current college as	

Page Numbering: Double Clicking in the Header or Footer

You can also add or edit page numbers by double clicking in the header or footer area. Doing so will place the cursor in the header or footer and will make the Design tab appear, as pictured below:

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To change page numbering options from here, click on the Page Number icon (found on the left side of the Ribbon) and then select "Format Page Numbers."

Workshop 1 sample document.docx - Word HEADER & FOOTER TOOLS			
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In the dialog box which appears, you can modify your page numbering formatting, for instance changing it to Roman numerals.

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Header	Chris Dorn MS Word Formatting Sample	
	South Puget Sound community. In Sept Olympia Vocational Actional needs of the the current college as Budde chapter, 1, 2, 3,, Let a constrained by the community of the community of the community is a dult log and the community is a dult Use separator 1.1, 1, A Poge numbering Chapter starts [, ii, iii,, (ivppnet)] Examples: 1-1, 1.A Poge numbering Continue from previous section entre college was he of automotive, welds The first permanent OVTI became Offer the state devoted entrely to technical being the only community college in the state devoted entrely to technical being the only community college in the state devoted entrely to technical enclosed entrel of the state devoted entrely to the state devoted entrel to the state devoted entrel to the state devoted entrely to the state devoted entrely to the state devoted entrel to t	