

Page Numbering in Microsoft Word

South Puget Sound Community College

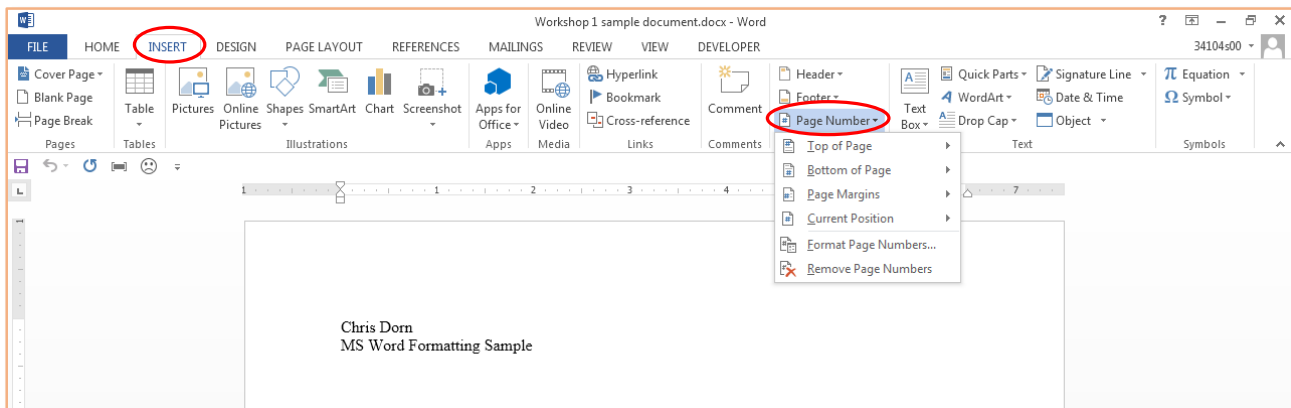
Student Computing Center

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.

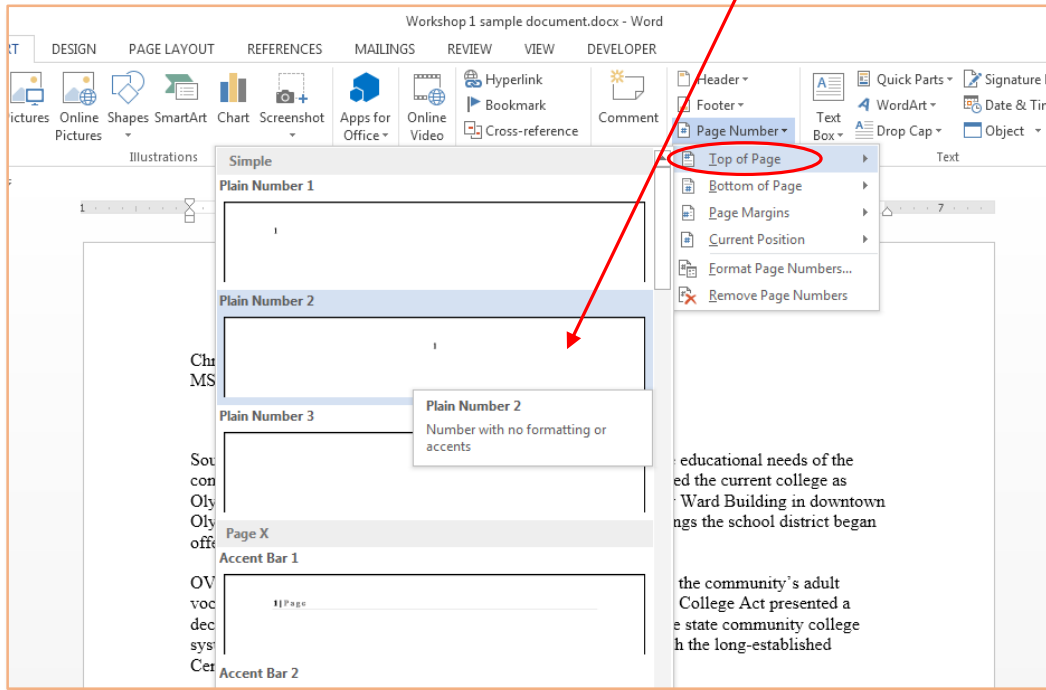
Page Numbering: Using the Insert Tab

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:

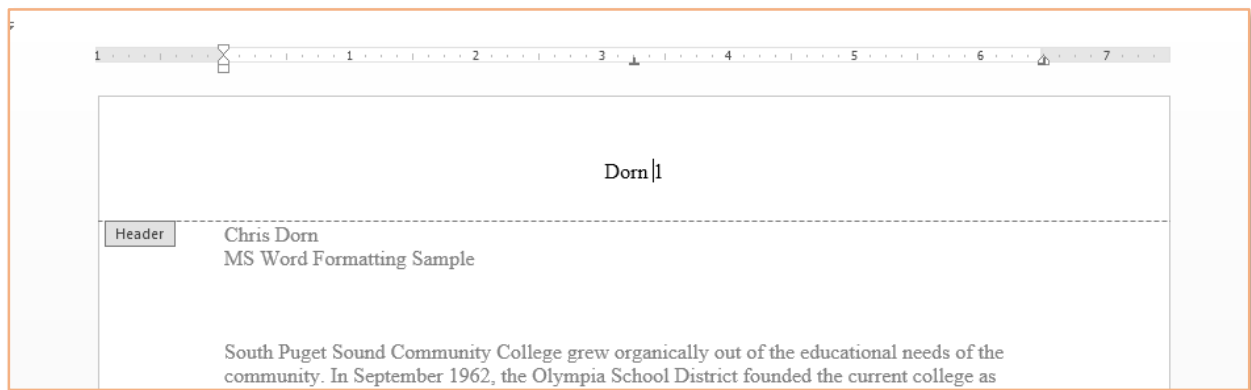


Once you select Page Number, you are presented with a dropdown menu of options. These let you place the page numbers on various parts of the page.

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:

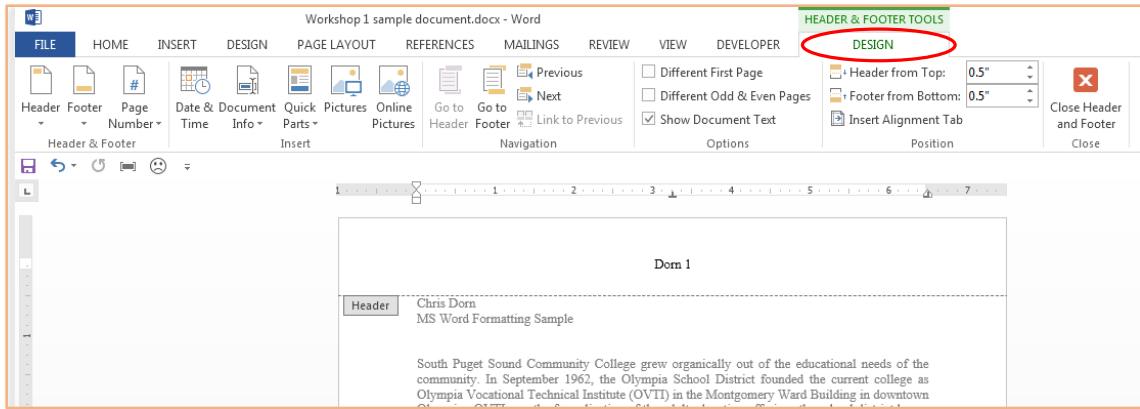


After you have inserted page numbers, you may add text on either side of the numbers, simply by placing the cursor where you wish and then typing text as normal. Some essay formatting, for example, asks you to put your last name along with the page number:

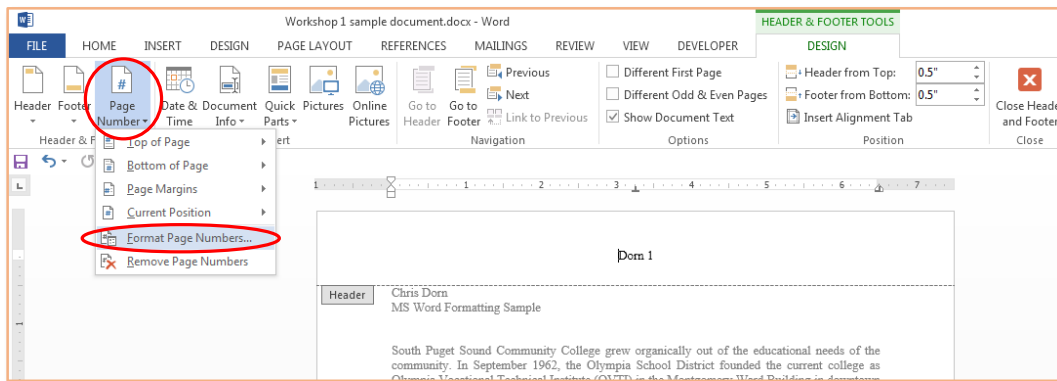


Page Numbering: Double Clicking in the Header or Footer

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:



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."



In the dialog box which appears, you can modify your page numbering formatting, for instance changing it to Roman numerals.

