



# Need to Know IT

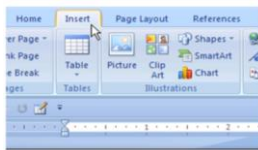
## Inserting Page Numbers in Word 2007®

To insert a page number into your Word 2007 document, you have two options: Use the Ribbon or the Header/Footer area of your document.

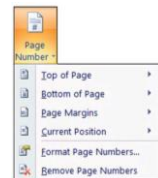
### Using the Ribbon

In Word 2007, you can insert page numbers from the Ribbon. Just follow three simple steps to insert page numbers into your document:

1. Click the **Insert** tab on the **Ribbon**. In the **Header & Footer** group,

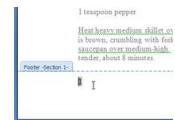


choose **Page Number**; a gallery displays, letting you decide where you want the page numbers to be.



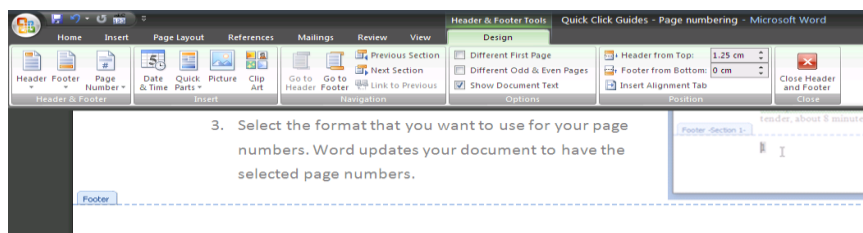
2. Set the position of the page numbers by selecting from the gallery. The choices are Bottom of Page, Top of Page, Page Margins, and Current Position. Each position displays a collection of preformatted page numbering.

3. Select the format that you want to use for your page numbers. Word updates your document to have the selected page numbers.



### Using the Header/Footer area

Double click where the header, or footer, is on your document (top or bottom margin). This will activate the Header & Footer Tools Design tab in the Ribbon.



Page Number should appear as one of the features available. Click on the Page Number drop down menu (the same menu choice as is seen in stage 2 above) and you have a number of options. Once you decide, select your preferred page number style and formatting.

### To Add a Special Page Number

In a Word 2007 document, you can insert page numbers in the form of numbers, letters, or Roman numerals. To further customize how your page numbers look, just follow a few simple steps.

From stage 2 above, when the Page Number dialog box appears choose Format Page Numbers.



This generates the Format Page Number dialogue box. Choose the style you want from the Number Format drop-down list.



### If you want to start numbering on the second page with 2

Documents that do not yet use page numbers

- Follow the steps in this guide for inserting page numbers.
- On the first page of the document, double-click in the header or footer area.
- Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.
- If you want the first page to use a header or footer that does not include a page number, click in the First Page Header or First Page Footer area, and insert the header or footer that you want.

Documents that already use page numbers

- On the first page of the document, double-click in the header or footer area.
- Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.

Note: If the Different First Page check box is already selected, do not clear it. Instead, delete the page number in the First Page Header or First Page Footer area.

- If you want the first page to use a header or footer that does not include a page number, insert the header or footer that you want while the cursor is in the First Page Header or First Page Footer area.

**Important** - Do not change the page number value by changing the page number directly.

Changing the number by typing a new number causes all the pages to display the same number.

**Removing page numbers** - To automatically remove or delete page numbers:

- On the Insert tab, in the **Header & Footer** group, click **Page Number**.
- Click **Remove Page Numbers**.

Or, remove a single page number manually from the document.

### To see the page numbers

Page numbers only appear in **Print Layout View** and **Full Screen Reading** view.

The print layout view is what you need to be in if you want to see your page numbers and still be able to edit text. You can select this view by clicking on the **Page Layout** icon from the bottom of the Office 2007 screen.



If you want the starting point for your numbering to be the second page (or any consecutive pages), a separate Quick Click Guide outlines the procedure.