

Platform: Windows® PC
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Page numbering in Word 2007®

This document details the steps needed to use page numbering in Office 2007.
It will allow you to do the following

- Insert page numbers
- Delete page numbers
- Start page numbers from a different number

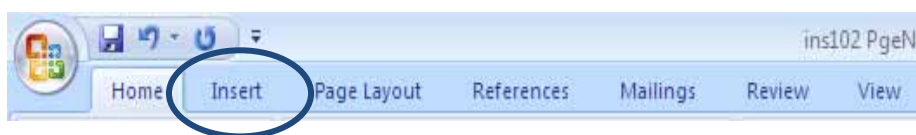
Arranging the workspace

Page numbers only appear in Print **Layout View** and **Full Screen Reading** view. The print layout view is the view 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



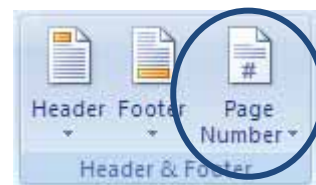
Inserting page numbers

To insert page numbers into your document you need to select the **Insert** tab from the Office 2007 menu.



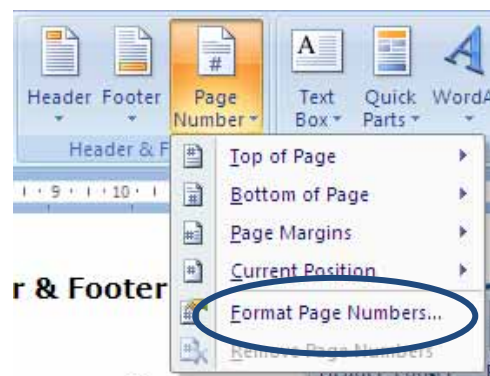
This menu will now change to the **Insert** menu. You can add page numbers, which are associated with headers and footers, to the top, the bottom, or the margins of a document.

- On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
- Click **Top of Page**, **Bottom of Page**, or **Page Margins**, depending on where you want page numbers to appear in your document.
- Choose a page numbering design from the gallery of designs. The gallery includes Page X of Y options i.e. **Page 1 of 3**.



Start the page numbering with a different number

- Click anywhere in the document.
- On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
- Click Format Page Numbers.
- In the **Start at** box, enter a number.



Removing page numbers

Microsoft Office Word 2007 automatically removes or deletes page numbers when you click **Remove Page Numbers** or when you remove a single page number manually from the document.

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

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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