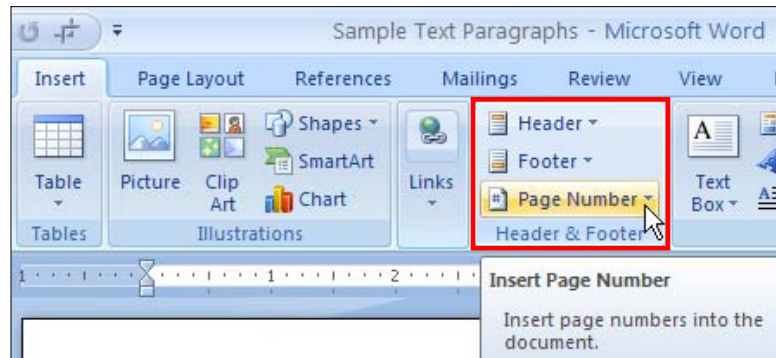


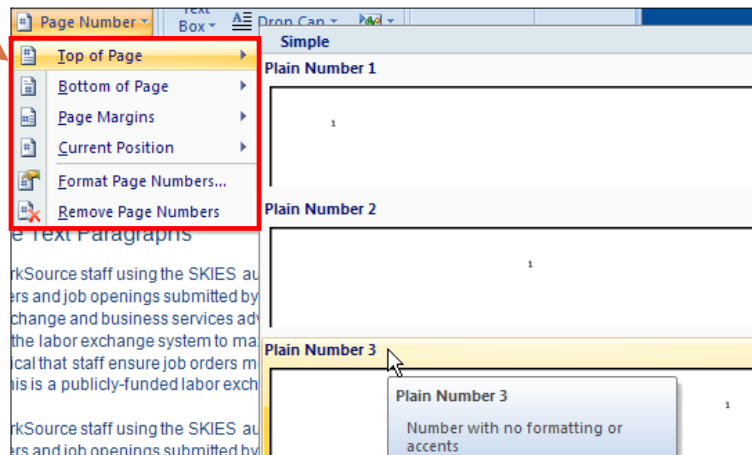
Inserting Page Numbers in Word Documents

This guide shows how to insert and format page numbers in a Word document.

1.) With my Word document open, I select the **Insert** tab of the **Office Ribbon**, then click on the **Page Number** icon in the **Header & Footer** section.

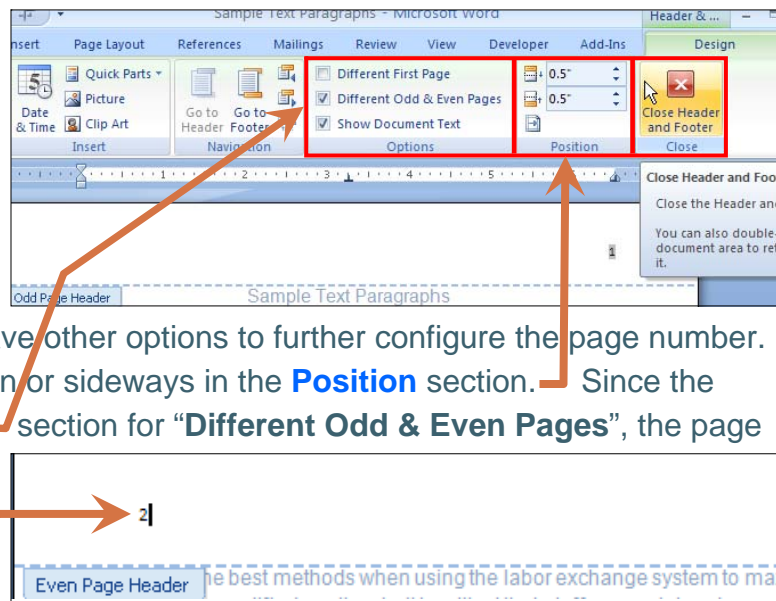


2.) A drop-down menu appears, giving six choices: **Top of Page** and **Bottom of Page** place page numbers in the Header and Footer regions of the page, respectively. **Page Margins** puts numbers at the left or right margins; and **Current Position** gives page formatting options in whatever position I navigate to in an *existing* header or footer.

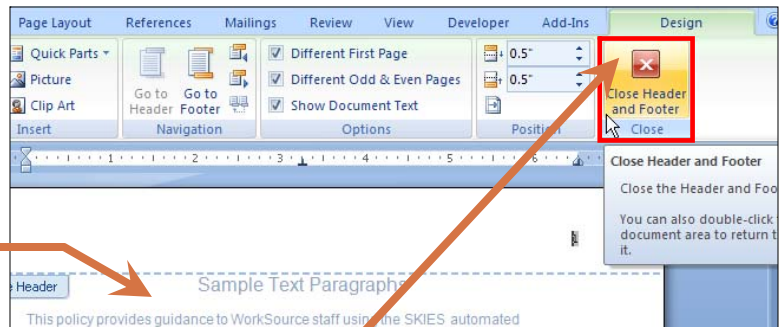


Format Page Numbers adds formatting to existing numbers, such as those automatically included in some Header or Footer formats; and **Remove Page Numbers** does just that.

3.) My choice, "**Plain Number 3**" above, results in the screen at right. The page number is at the top right corner of the page, inside the header. Also, the **Ribbon** changes to a **Header & Footer** version, with its **Design** tab highlighted. Within that tab, I have other options to further configure the page number. For example, I can nudge it up, down or sideways in the **Position** section. Since the checkbox is marked in the **Options** section for "**Different Odd & Even Pages**", the page number moves to the upper *left*-hand corner on alternate, even-numbered pages, like this:

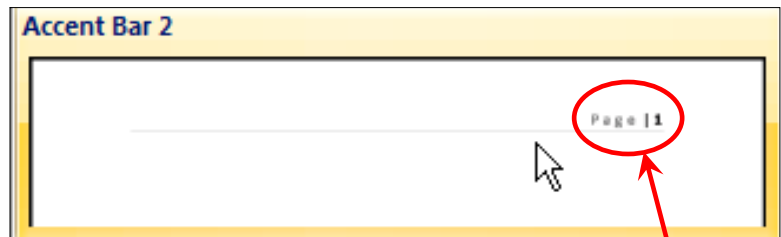


4.) Once I'm satisfied with placement of my page numbers, and want to return to composing or editing the document, I can either double-click in the text of the document or click the **Close Header & Footer** icon shown here:

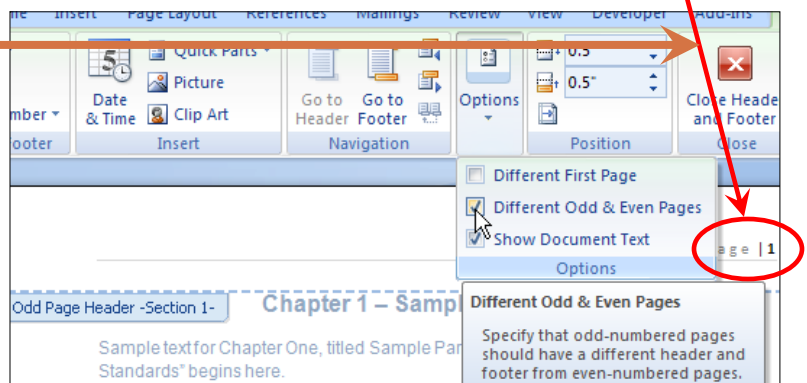


5.) For illustration, I'm going to recreate a common book publishing template. I want to have page numbers appear at the "outer" margins of each page (furthest from the binding). I also want book title and chapter headings to appear, respectively, on the left and right "inner" margins of each page. Finally, I want this scheme to skip the first page of each chapter, leaving those pages bare of any pagination format.

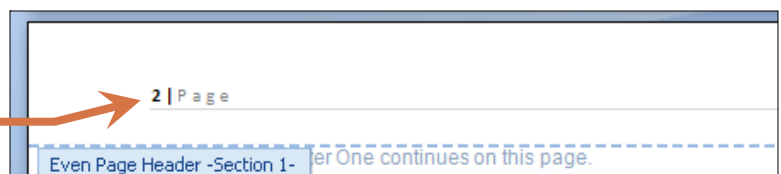
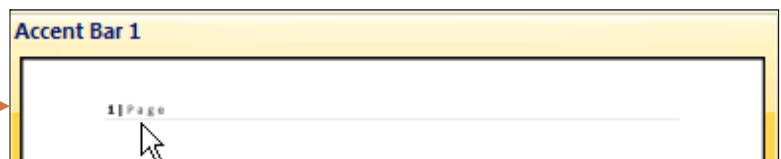
6.) First I'll choose this "Accent Bar 2" pattern from the **Top of Page** options under the **Page Number** icon in the **Head & Footer** section of the **Ribbon's Insert** tab (see 2. above).



7.) This format installs on all pages of my document (I have 8 pages, with 4 apiece in each of two chapters). However, I then go back to the **Options** section, and click in the checkbox for "Different Odd & Even Pages" — which has the effect of erasing this choice on all the even-numbered pages.



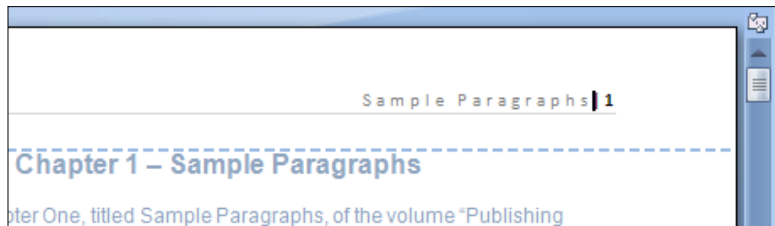
8.) Then I click in the header for page two, and select "Accent Bar 1", which specifies the *left* (opposite) top corner of each page — and also reverses the order of the Arabic numeral and the word "Page." It results in this on every even-numbered page.



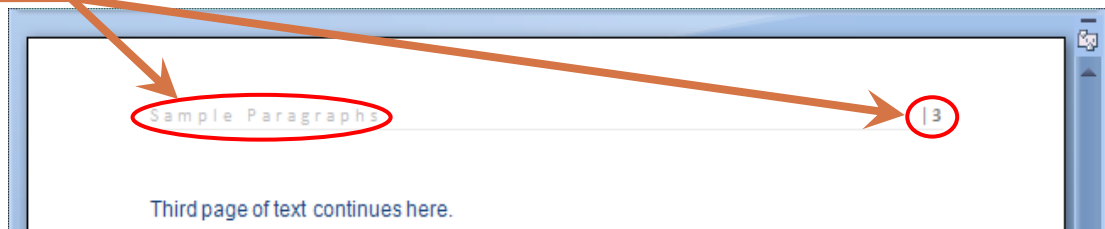
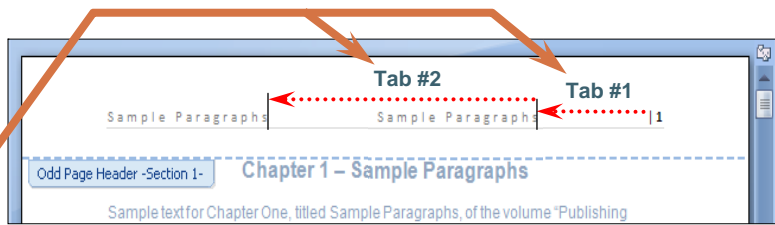
9.) My next step is to click in the header for page one, to further format the odd-numbered pages. Here, I've selected the word "Page" by left-clicking on it and running my cursor over it.



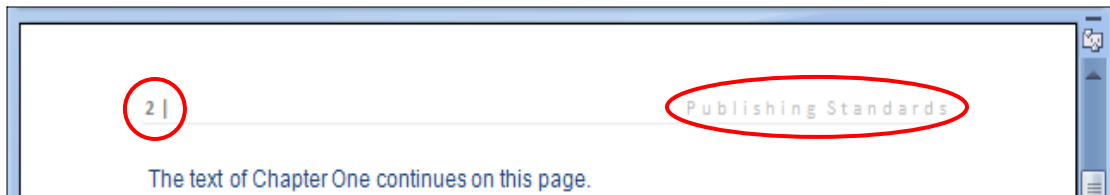
10.) I've now overtyped "Page" with the chapter name. (This enables readers to easily find chapters by subject matter within a volume; in works of fiction, I might use simply "Chapter One/Two/Three," etc.)



11. As indicated in 5., I want to have my chapter title on the "inside" of odd-numbered pages, i.e., in the left-hand corner. By pressing the **Tab** key twice, after typing the chapter title, I move that title leftward across the page. Now, after clicking out of the header area, the formatting at the top of the page looks like that below (I've switched to page 3 to emphasize that this formatting is installed on *all* odd-numbered pages).



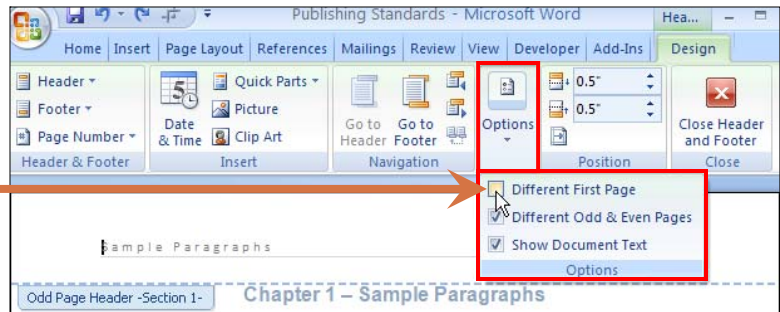
12.) By using these same two steps, starting with clicking in the header for page *two*, I can install the full document's title on the "inside" of every *even*-numbered page (in each case, the text insertion point has to be between the header text and page number when the **Tab** key is pressed). The final result appears as follows:



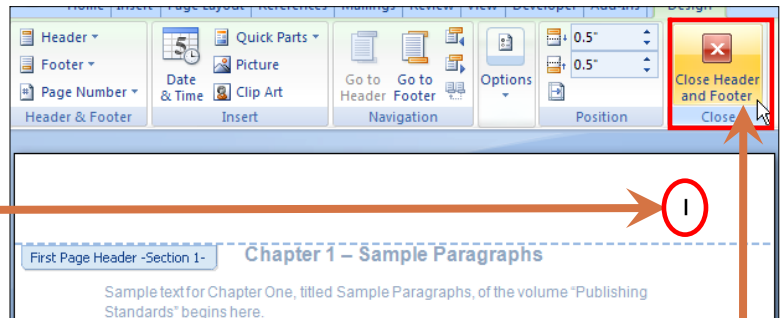
13.) By the use of this simple method, it's

possible to match the page annotation requirements of most publishing "style sheets," by various combinations of chapter numbers or names, book titles, authors' names, etc.

14.) I still have to remove the page and title formatting from my first page, and the initial page of the second chapter. I'll start by going back to page one and clicking in the header. Then I look for the **Options** section in the **Header & Footer Design** tab. I'll open that section and click in the **Different First Page** checkbox.

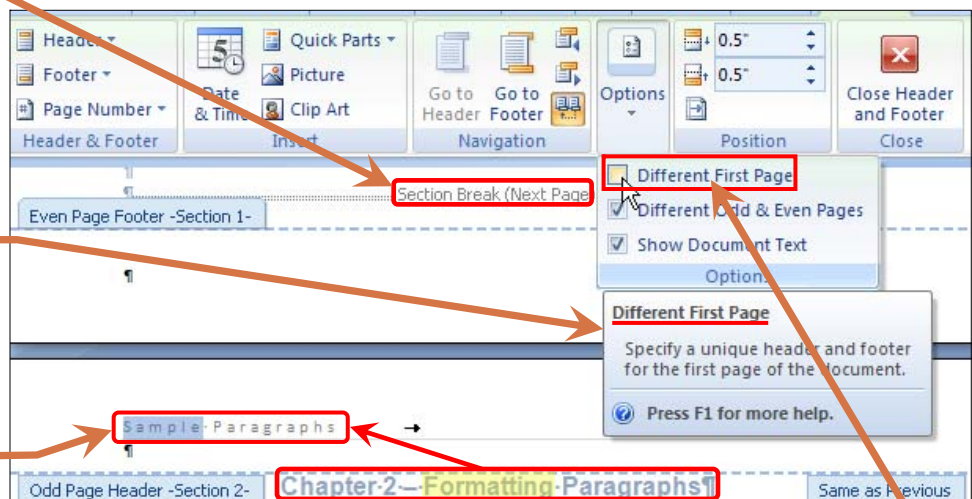


15.) This has the effect of stripping all header (including page number) formatting from the document's first page, leaving just a cursor text insertion point for whatever I want to do next. Since my intent is to leave the header blank for this page, I simply click on the **Close Header and Footer** icon.



16.) I now go to the 1st page of the second chapter, and double-click in the header. (I've turned on the Show/Hide tool — ¶ — to illustrate some crucial text features “below the surface”, which affect page and header functions.) First, note that chapter one ends with a Section Break. This has the effect of “resetting” the **Different First Page** tool from that point on.

In effect, each use of the Section Break creates a different “document” in the sense defined here.



17.) I'll now change page headings in this chapter by selecting the inappropriate text, and replacing it with the new chapter's; all odd-numbered page headers from here on immediately change their chapter name labels. Finally, I click in my reset Chapter Two **Different First Page** checkbox, and all page and label formatting in the header is erased *for this page only*. I click out of the header area (see 4. above), save the document, and I'm done.