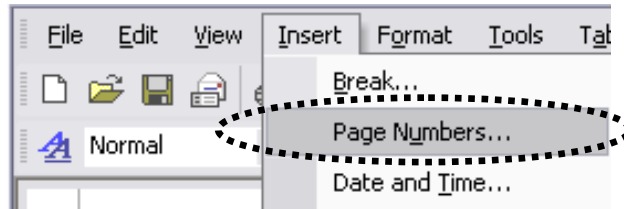# Inserting page numbers
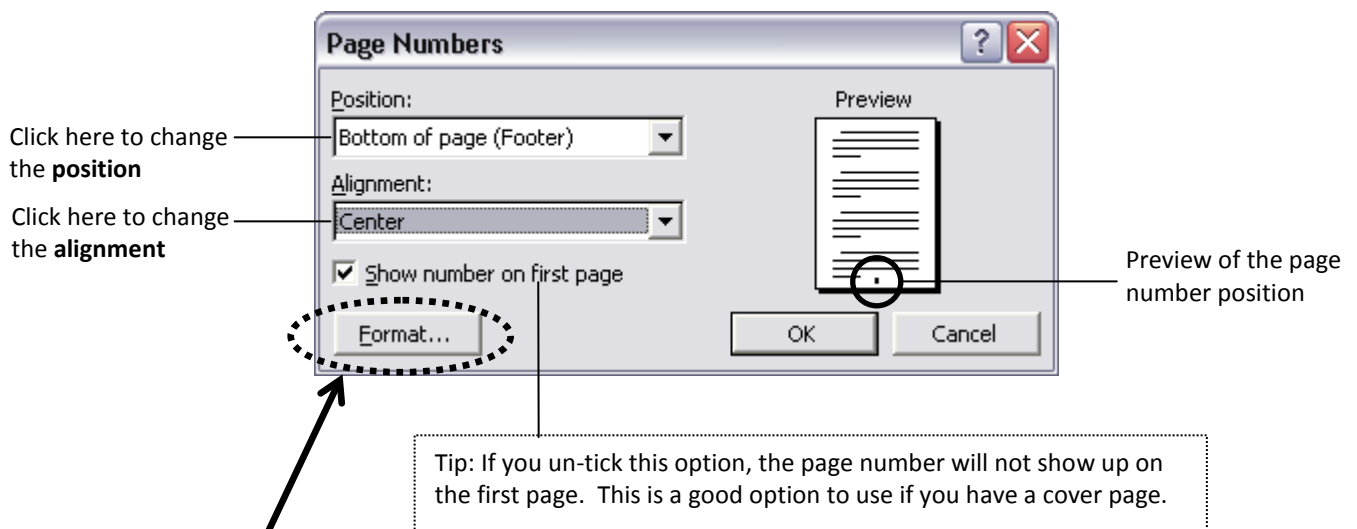
Microsoft Word 2003
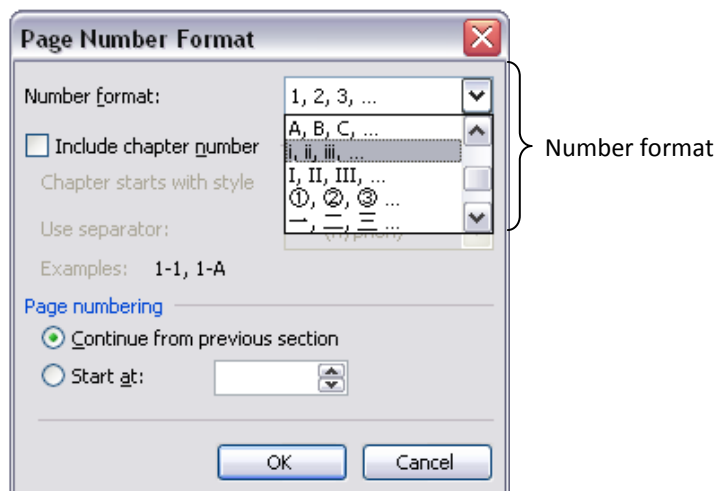
1. **Insert** > **Page Numbers**

2. Select **Position** and **Alignment** for the page number.

Click here to change the **position**

Click here to change the **alignment**

Preview of the page number position

Tip: If you un-tick this option, the page number will not show up on the first page. This is a good option to use if you have a cover page.
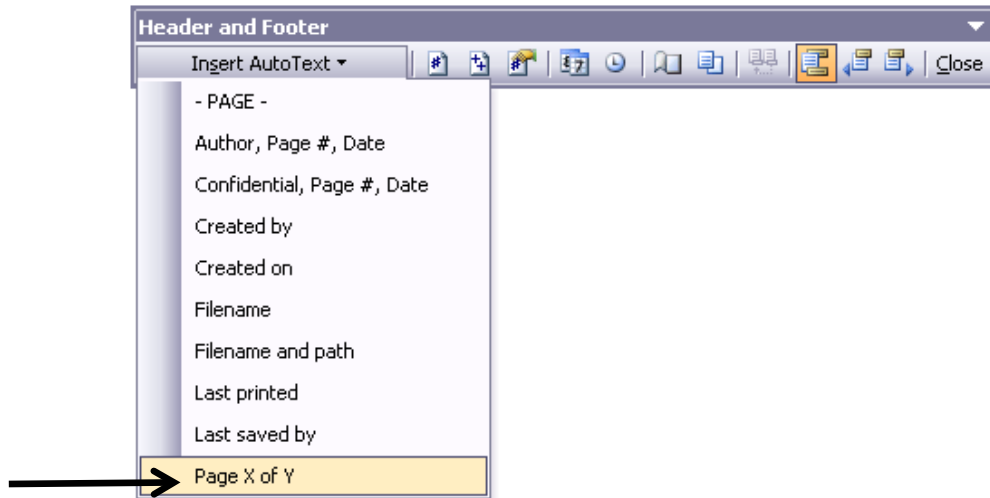
Click **Format**, if you wish to change the numbering style or starting number.

Number format

3. Click **OK** to return to your document

Tip: Page X of Y

Page X of Y is another page number format to indicate how many pages there are in total in the document. You need to be at the **Header and Footer** view to insert the page number.

Formatting page number

1. Double click on the page number (this will be viewed as Header and Footer)

2. Select the page number > Click **Format Page Number** ![icon] on the Header and Footer toolbar.

3. Perform changes, e.g.