

Inserting page numbers

Microsoft Word

1. Insert > Page Numbers

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- 2. Select Bottom of Page
- 3. Select the formatting for the page number

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Formatting page numbers

1. **Double click** the **Header** or **Footer** (Header and footer tools will appear in the ribbon)

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- 2. Highlight the Page number you want to edit
- 3. Goto Insert > Page Number > Format Page Numbers



- 4. Select the formatting you require for your page numbers.
- 5. Click OK to return to your document