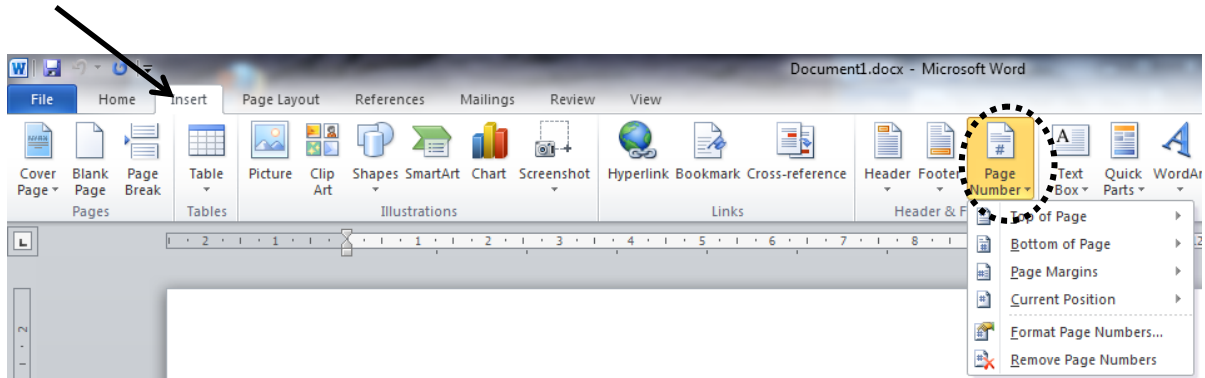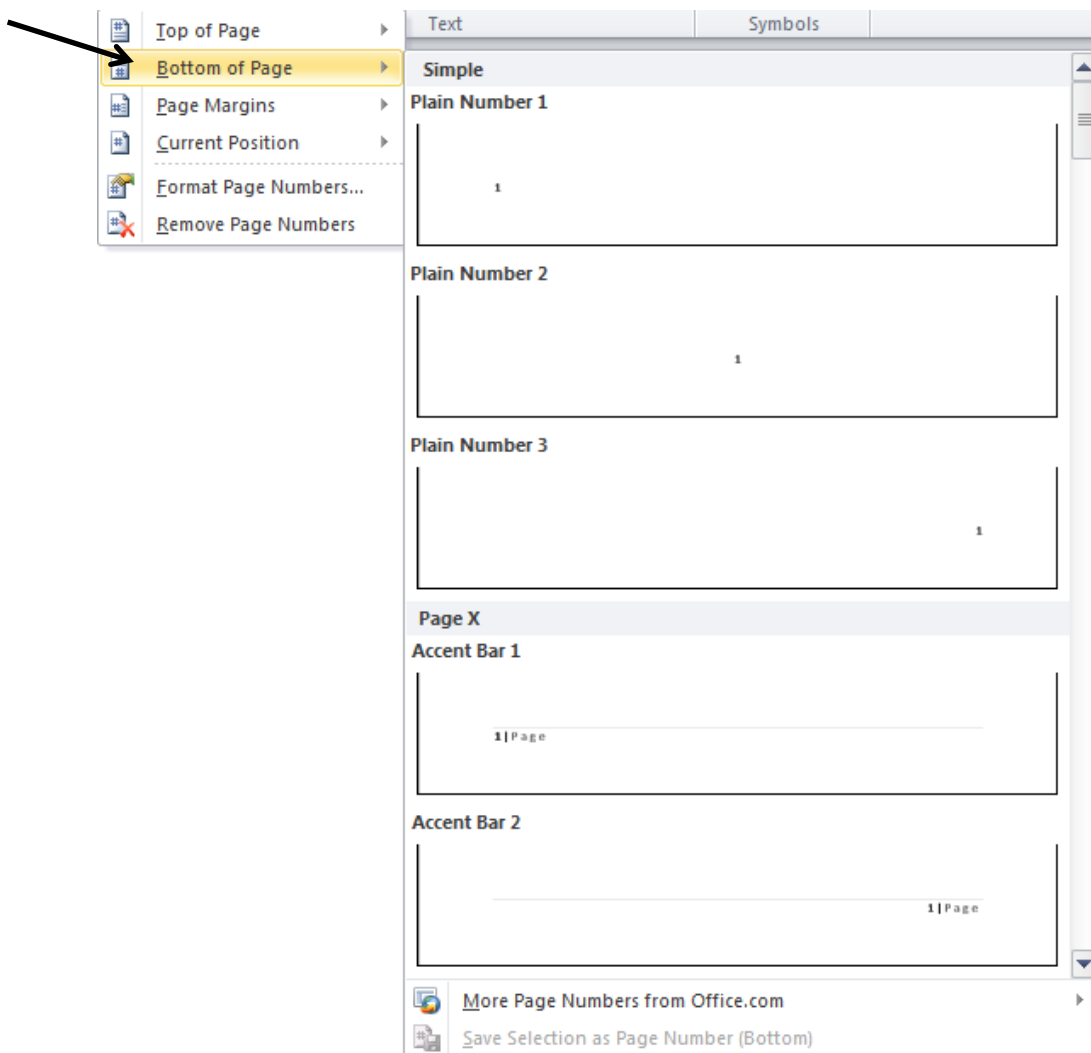# Inserting page numbers

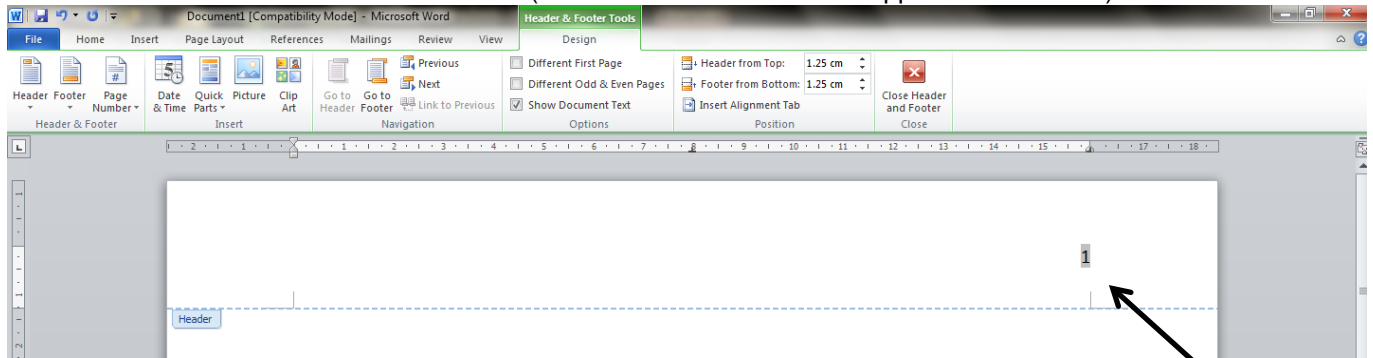## Microsoft Word

1. **Insert** > **Page Numbers**

2. Select **Bottom of Page**

3. Select the formatting for the page number
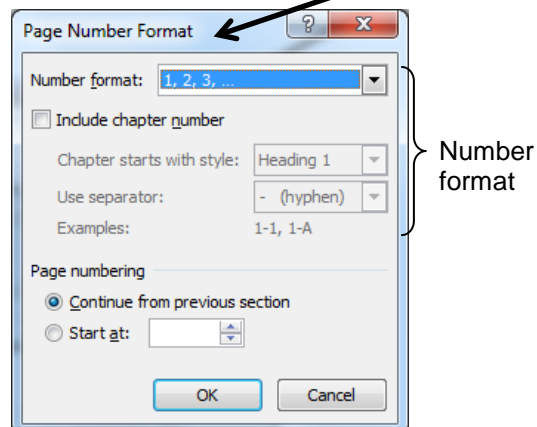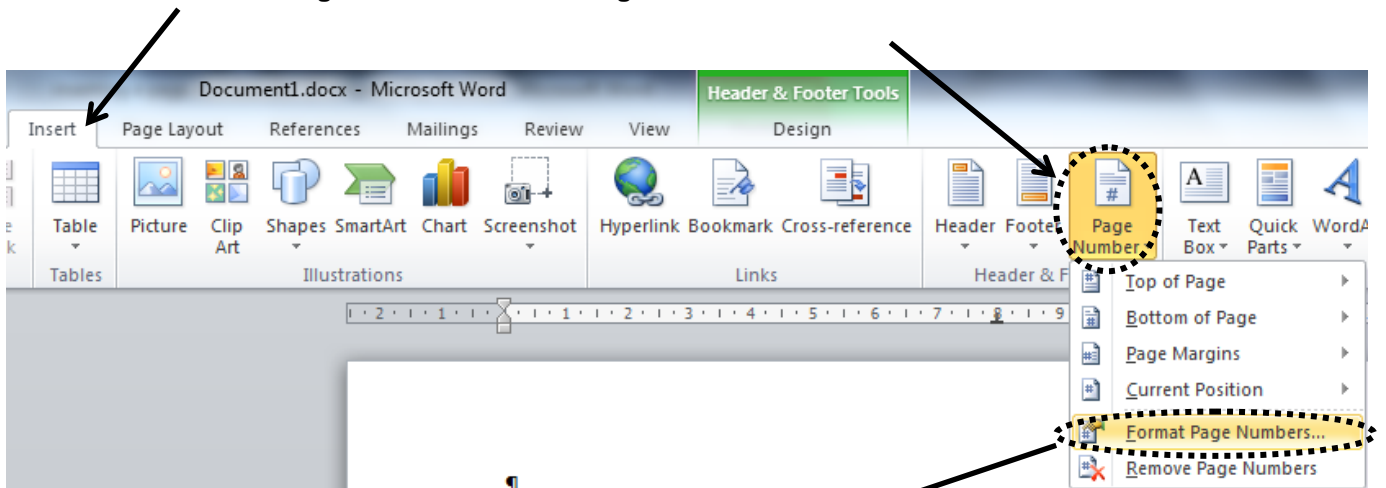
Formatting page numbers

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

Double Click

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