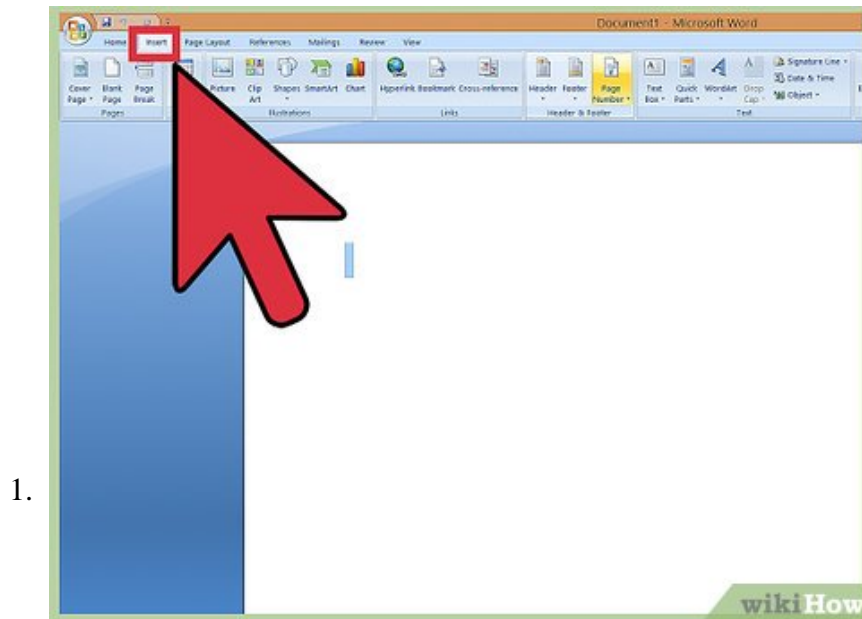


# How to Insert Page Numbers in Word

Microsoft Word is a commonly used word processor, if not the most popular computer writing software on the planet. In order to get the most out of it, however, you must be able to navigate increasingly complex menus and screens. Luckily,...

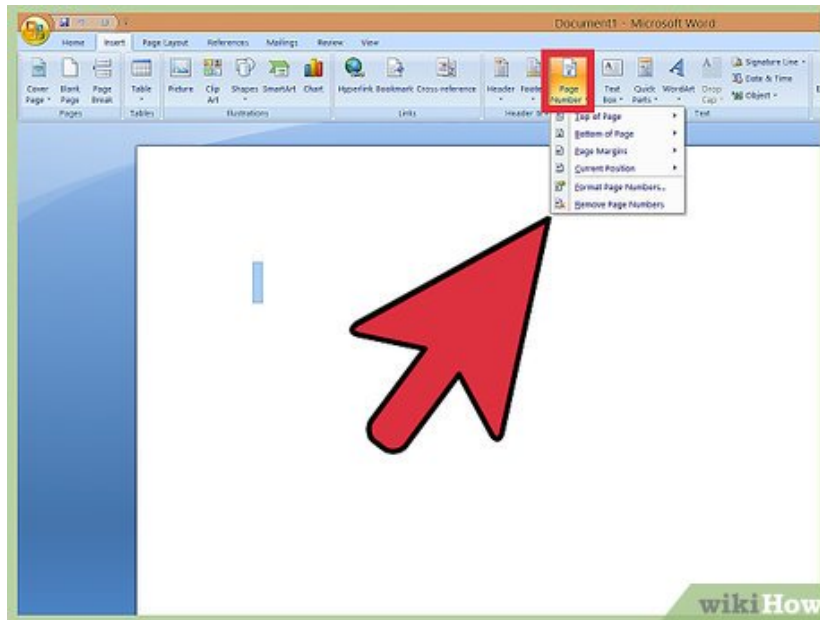
Method 1 of 3:

## Inserting Page Numbers



**Double click on the top or bottom of your page.** This will bring up the "Design Menu," which is used to place page numbers. Alternatively, click on "Insert" in the top bar. This should bring up a ribbon on the top that allows you to add page numbers.

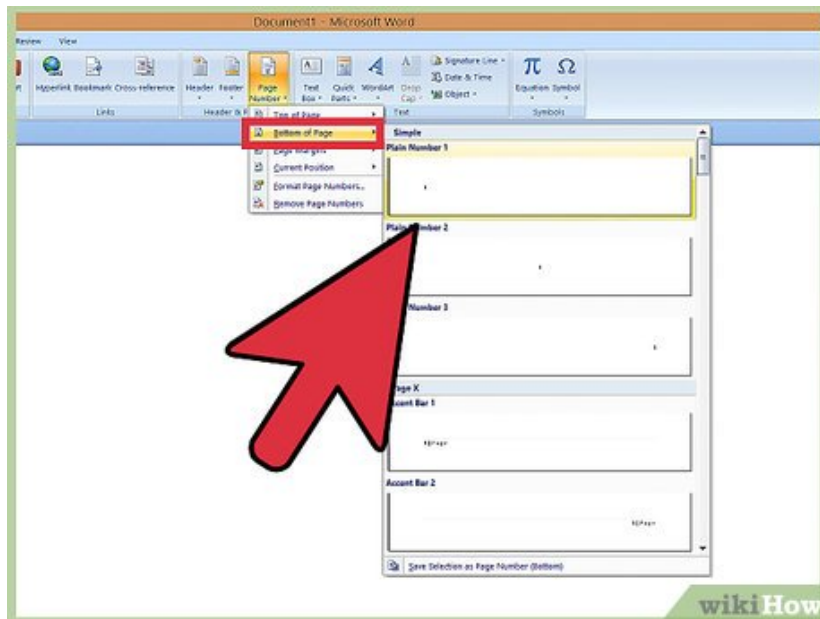
2.



Select "Page Number" to bring up your options. This allows you to choose where the page numbers go. You can hover over each option ("Top of Page," "Bottom of Page," etc.) to see even more options, deciding if you want the number in the right, left, or center.<sup>[1]</sup>

1. In the Design menu, Page Number should be on the far left.
2. In the Insert menu, Page Number should be in the center.

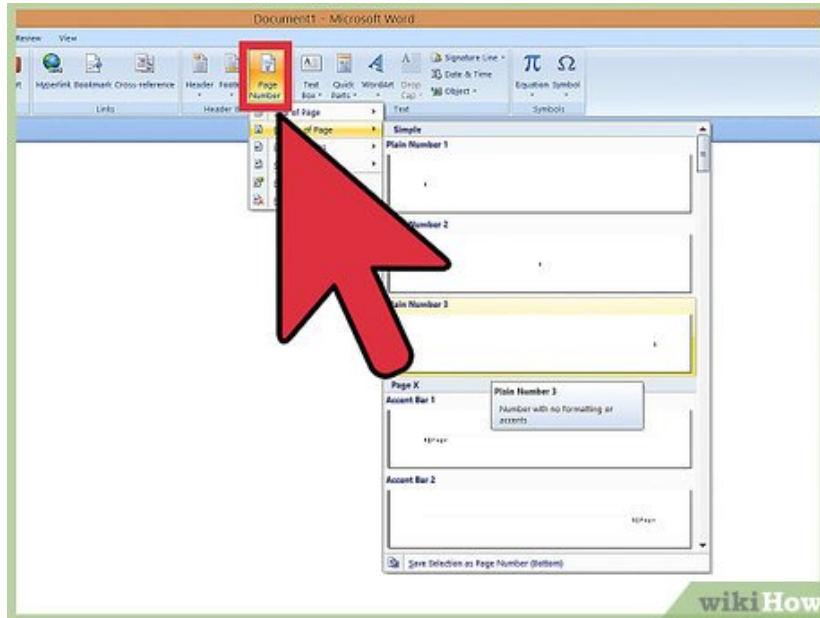
3.



Choose your style of page number to automatically set up the numbering. Once you select the exact position of your page numbers, Word will automatically add the numbers to your entire document.<sup>[2]</sup>

1. There are many options for page numbering. However, you can also adjust your own page numbers slightly if one isn't quite what you wanted.

4.

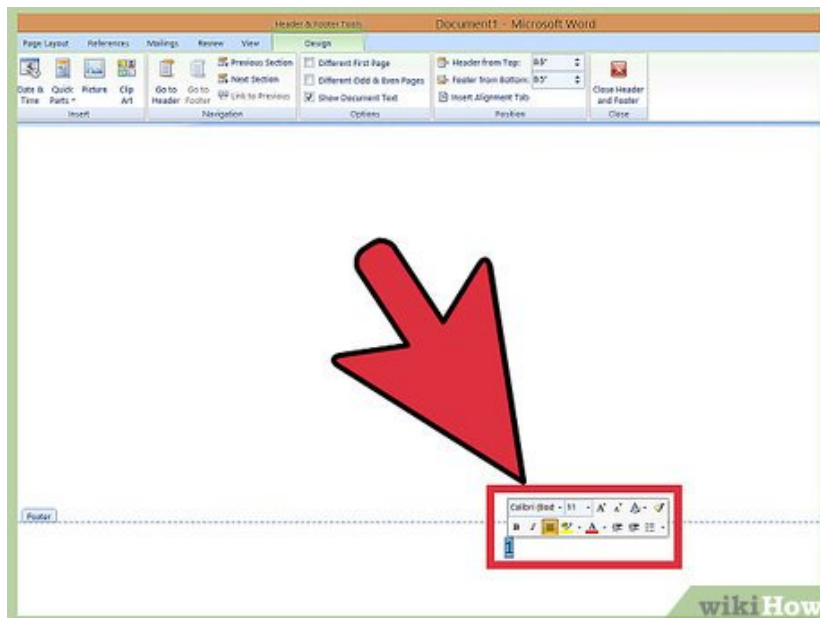


**Note that some versions of Word may have slightly different ways to create numbering.** Each version of Word is slightly different, so some of the exact placement of buttons may change. However, all current versions of Word allow page numbering by double-clicking on the top or bottom of the page. This will allow you to open up the Page Number menu.<sup>[3]</sup>

Method 2 of 3:

## Formatting Your Page Numbers

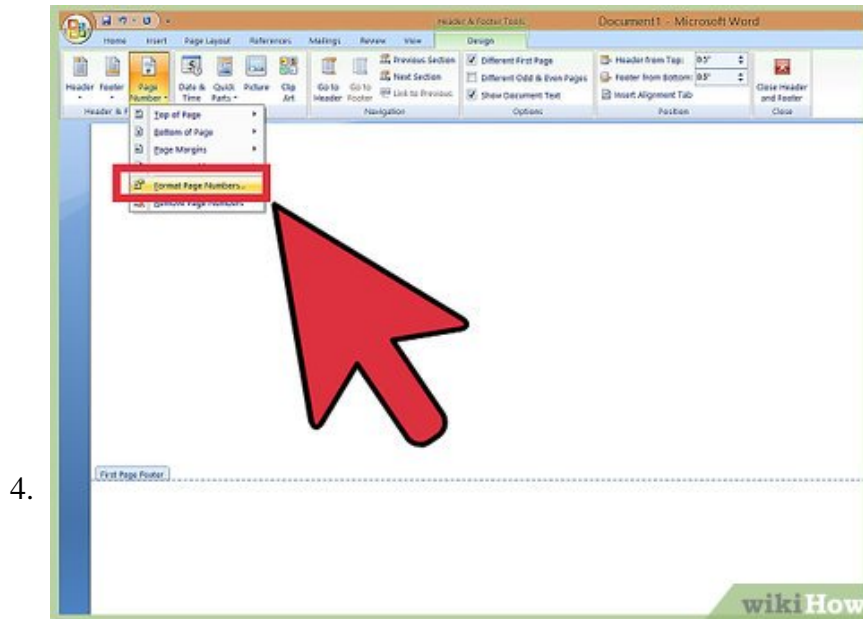
1.



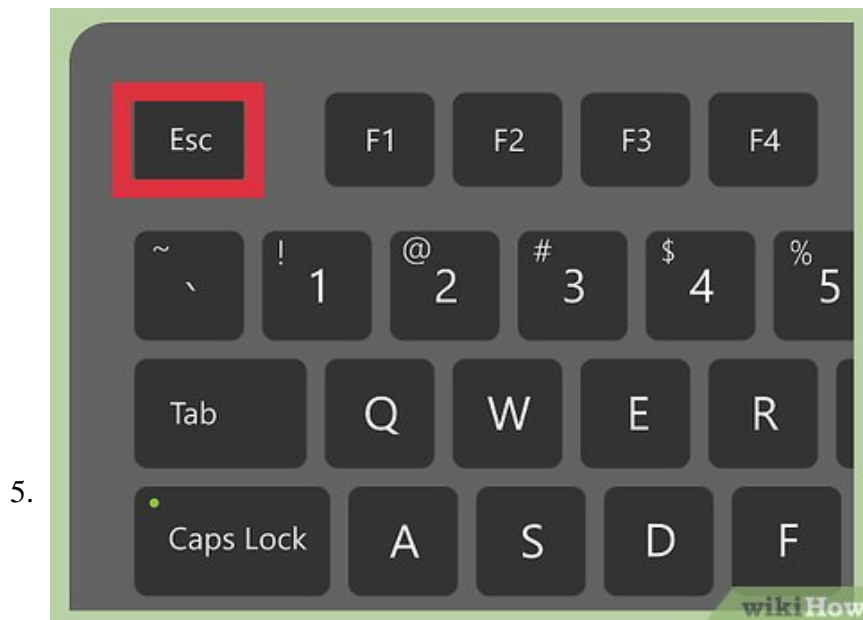
**Double click on a page number to change the font, color, or style.** If you want a specific font on your page number, simply double click it. It should be highlighted in blue, like any other text you would highlight on Word. From there, simply adjust the font, color, and size normally. It will carry automatically



1. Many times, just clicking on the "Different First Page" button automatically erases the first page number.
2. Most presentations and papers don't need a first page number -- it's the first one, so of course it is "1."



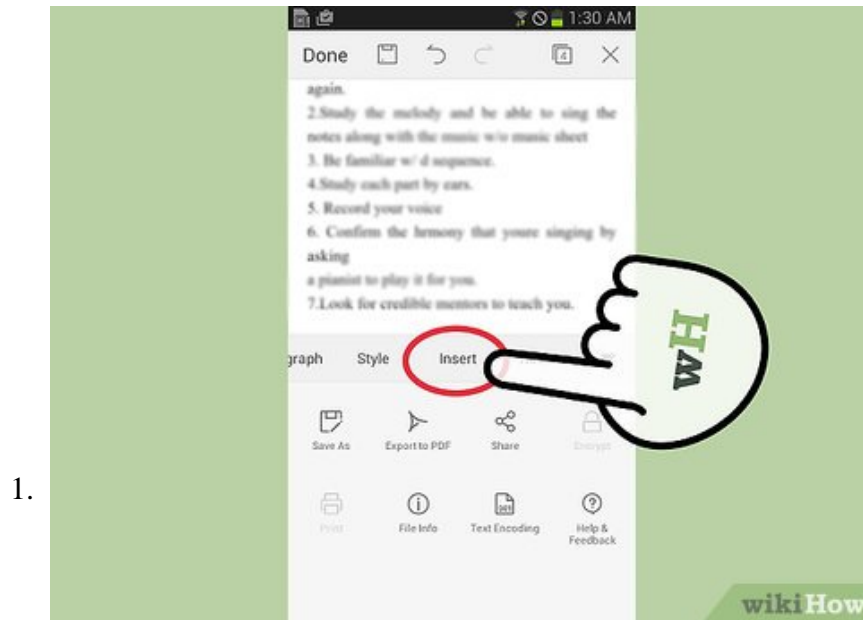
Use **"Format Page Numbers"** for specific changes, like types of numbers and chapter headings. If you want to go the extra mile, double-click on the header or footer once again. Click "Page Numbers," then click "Format Page Numbers" under the menu that appears. From here, you can set different types of numbers, like Roman numerals or letters, as well as customize the basic appearance of numbers. It is not incredibly robust, but it works.



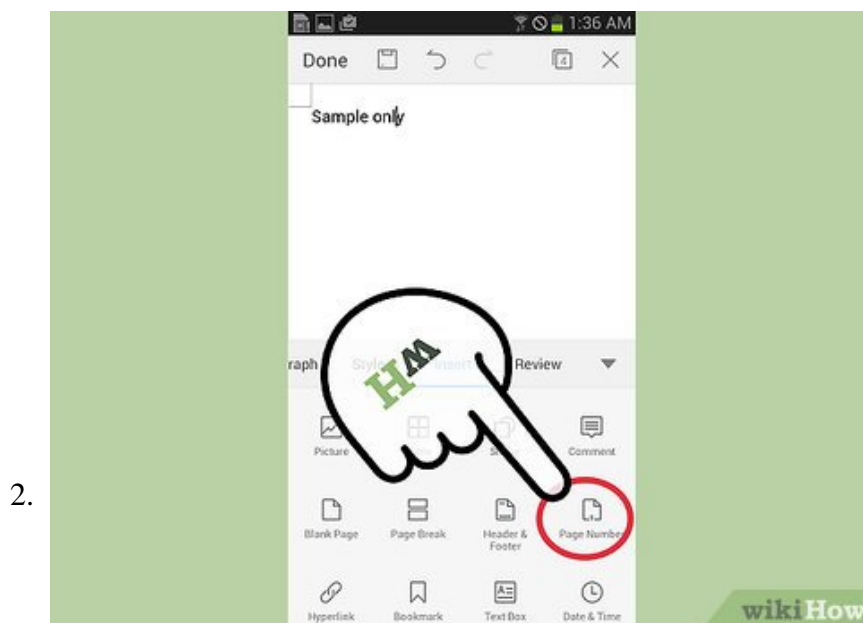
**Hit the "esc" key to leave the Header and Footer or Design bar.** The escape key will get you back to writing like normal, and you page numbers will format for you. You can now feel free to write away!

Method 3 of 3:

## Inserting Pages Numbers on the Mobile App



**Click on "Insert."** This brings up a simplified menu for formatting your Document, as it is even easier than using the desktop app.



**Choose "Page Numbers" to set your numbers.** You have many options for the placement of your numbers, including some artistic options.

3.



Select "Headers and Footers," then "Options" to customize your numbers. This allows you to set a different first page, change how odd and even pages look, or remove your page numbers entirely.<sup>[5]</sup>

4.



**Transfer documents seamlessly from the app to your computer's Word.** Any changes made in the app will work on the desktop programs, so you can safely add or change page numbers here and they will stick when you send the document to another program.

You finished reading the article "**How to Insert Page Numbers in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.