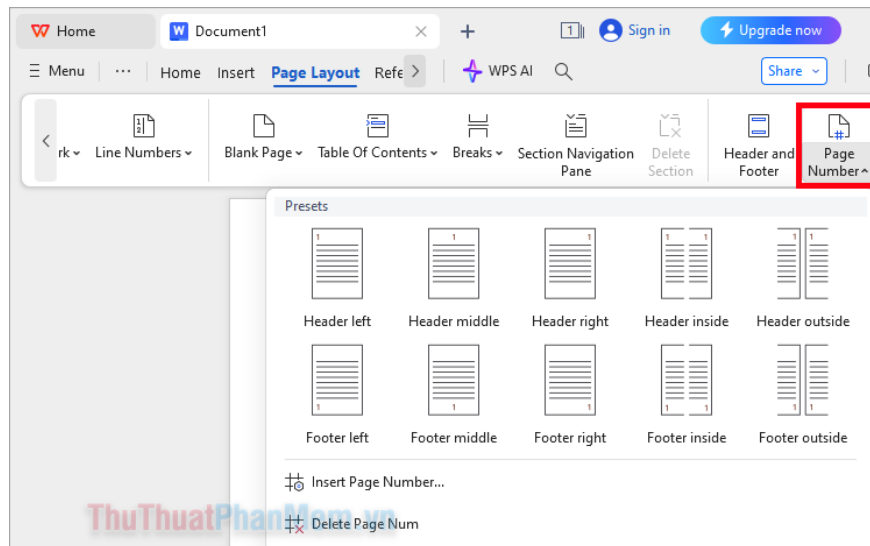


How to number pages in WPS Office

WPS Office is a lightweight, convenient office suite, especially with the Docs application that fully supports editing features. If you are looking for a way to number pages in WPS Office, let's explore the detailed instructions below with TipsMake.com.

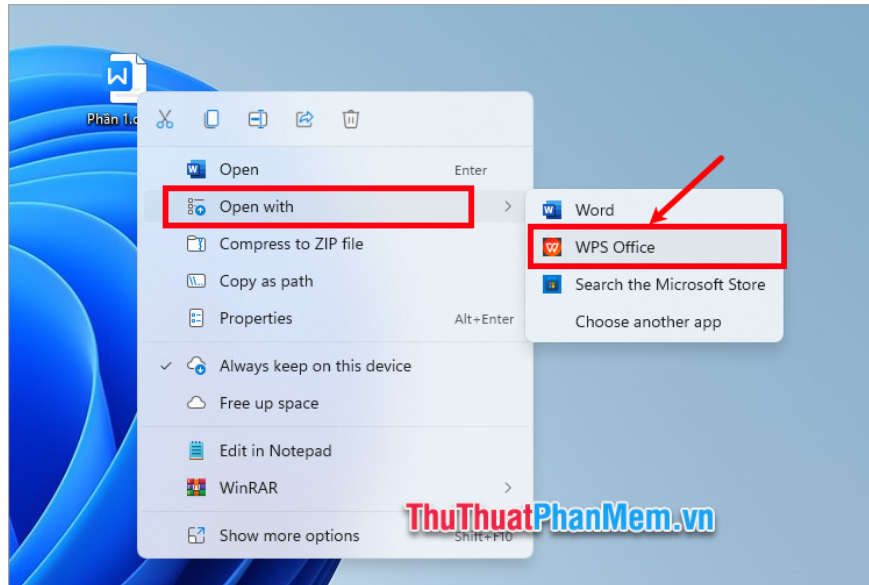
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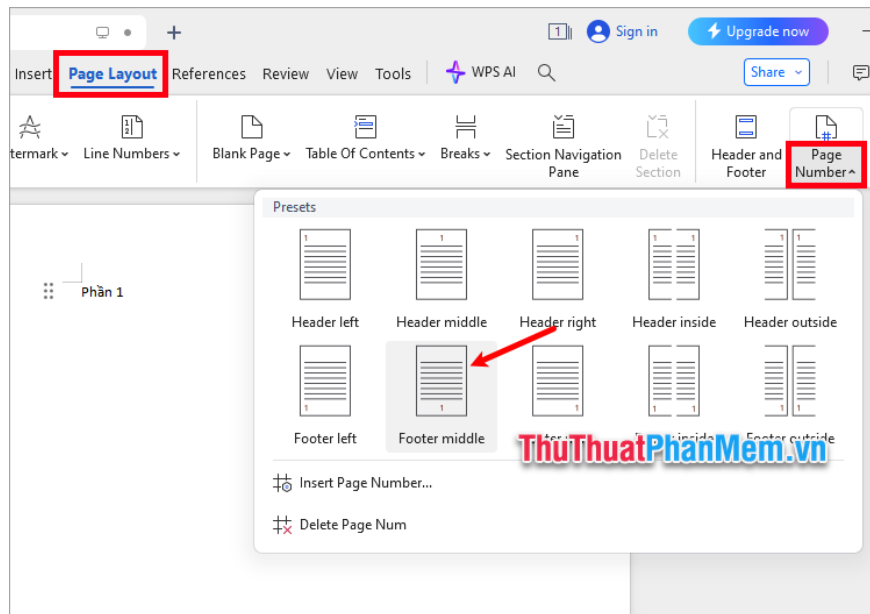
1. How to number pages in WPS Office

To number pages in WPS Office Docs, do the following:

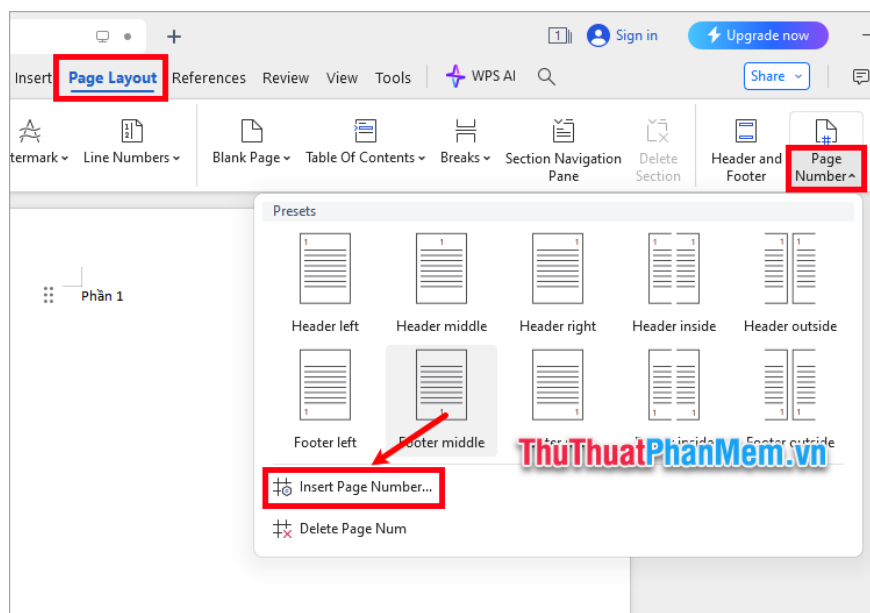
Step 1 : Open the document you want to number pages in WPS Office.



Step 2 : Select the **Page Layout** tab ? **Page Number** ? select the page numbering position you want.

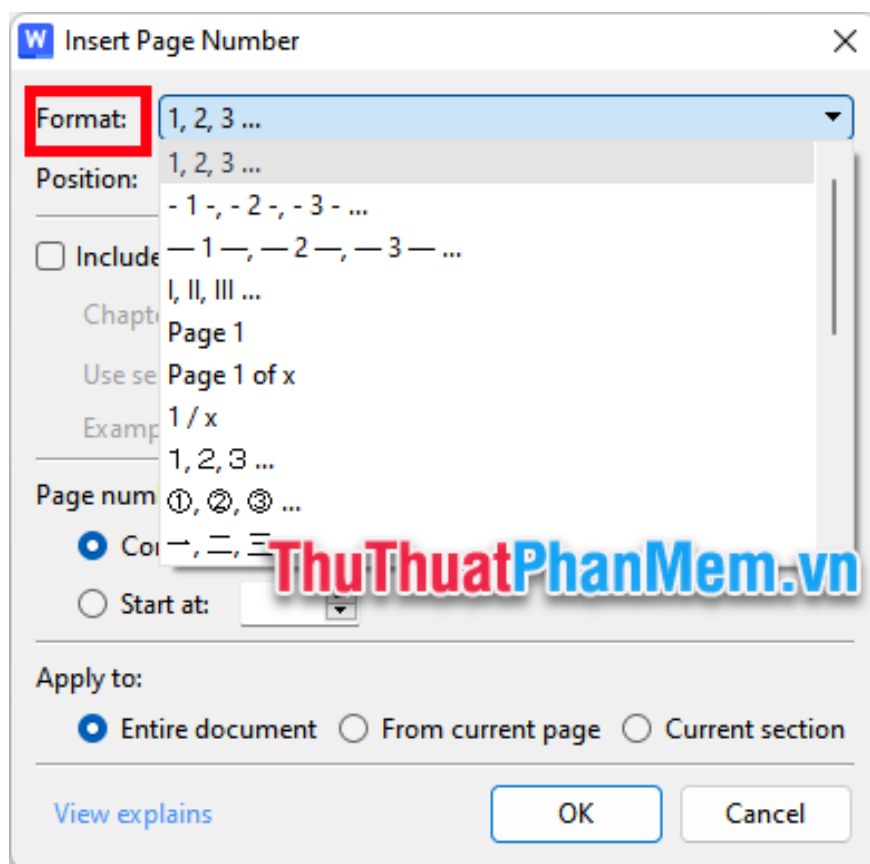


Step 3 : If you want to customize the page numbers before numbering the pages, select **Page Layout** ? **Page Number** ? **Insert Page Number** .

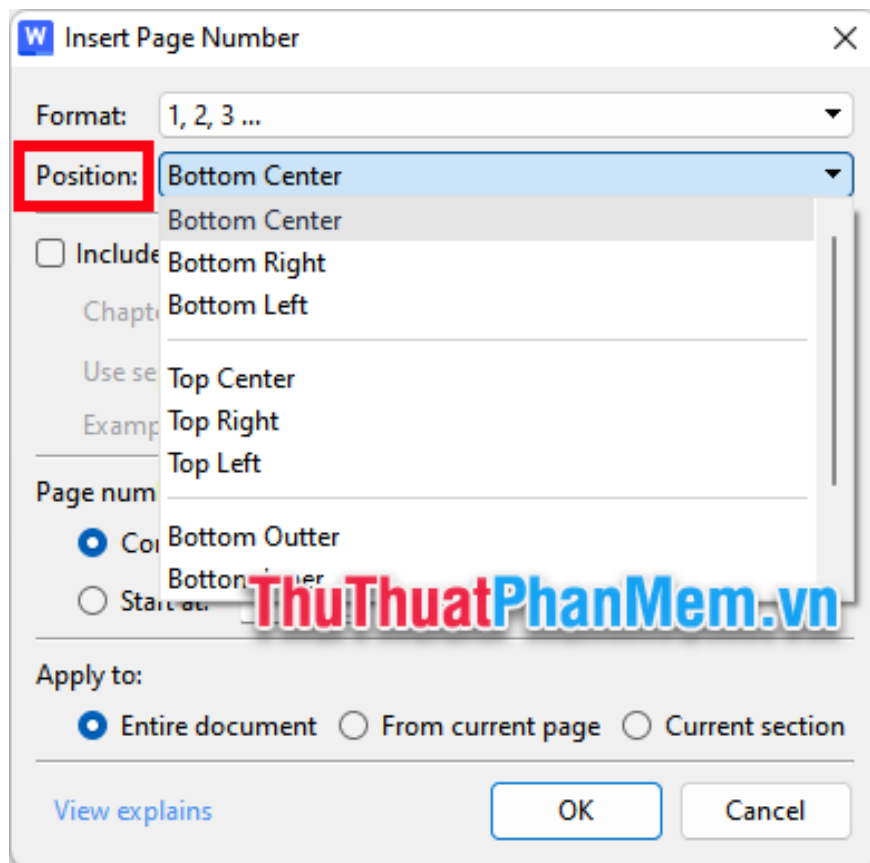


Step 4 : The Insert Page Number dialog box appears , you perform some page numbering customizations.

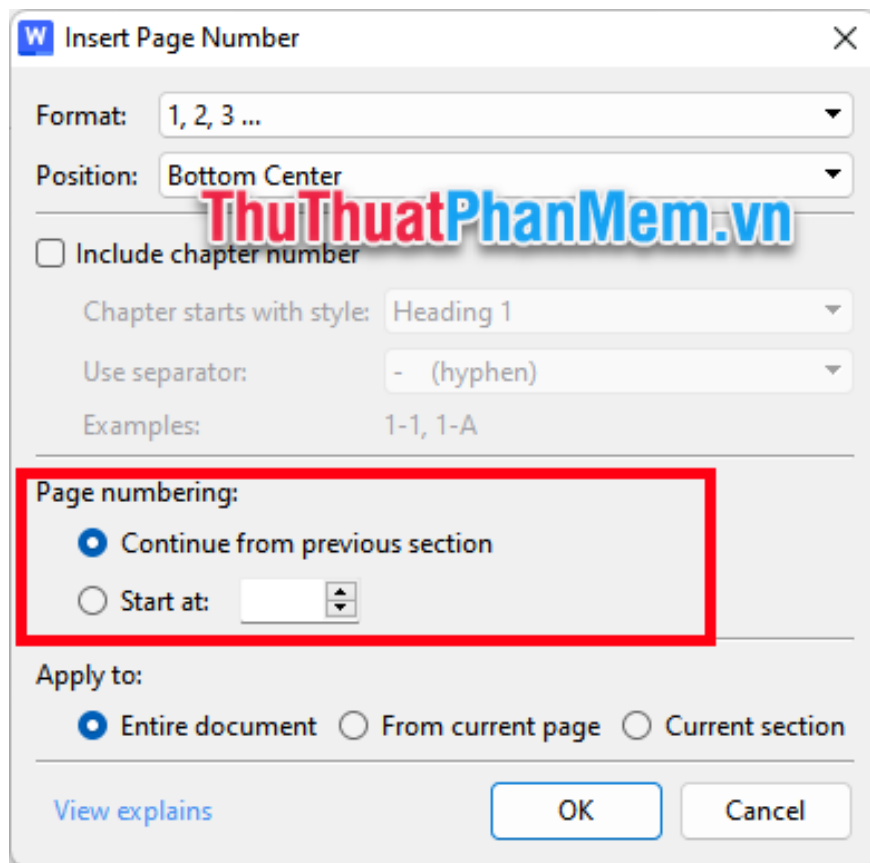
1. **Format** : Page numbering style



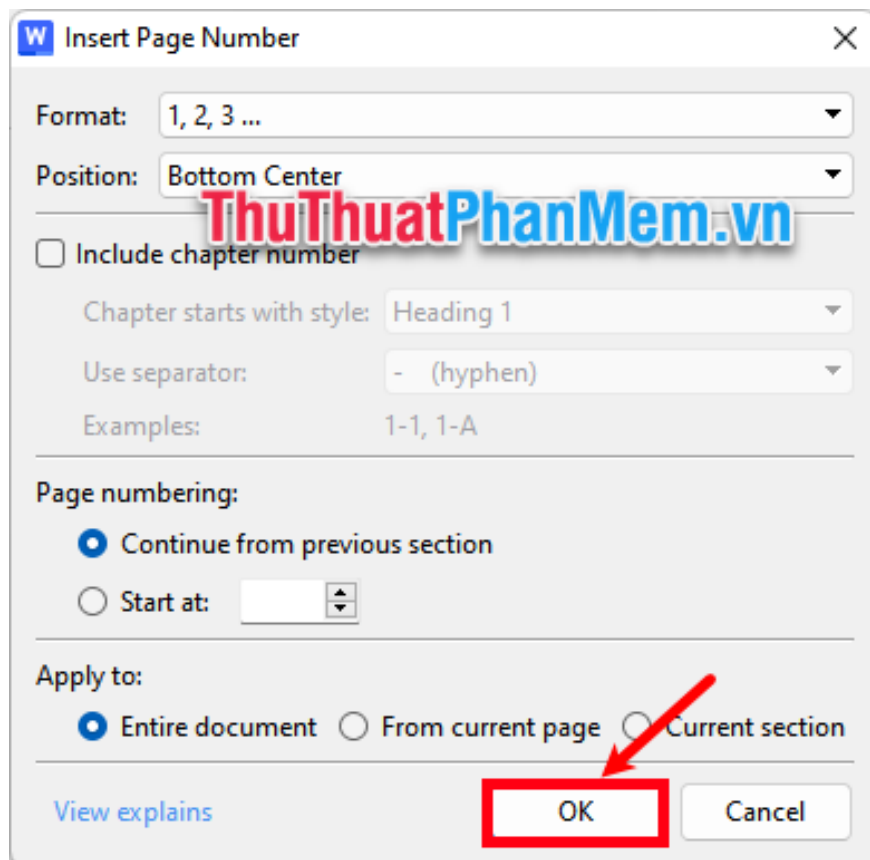
1. **Position** : Page numbering position (**Bottom** - Bottom, **top** - Top, **center** - Center, left - Left, **right** - Right)



1. **Page numbering** : The starting number for page numbering (**Continue from previous section** - continue from previous section , **Start at** - start at), for example if you want to number pages from number 2 then choose **Start at** as 2

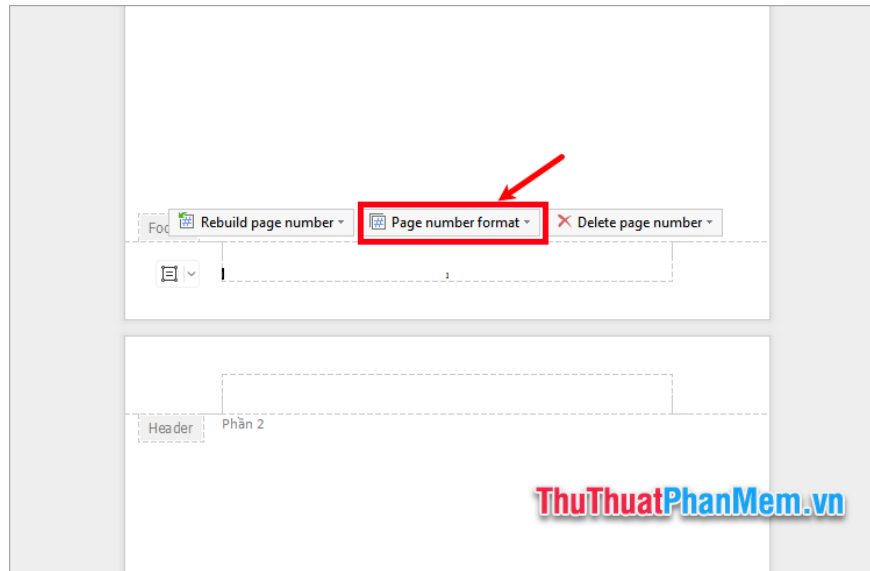


Then you select **OK** to number the pages.

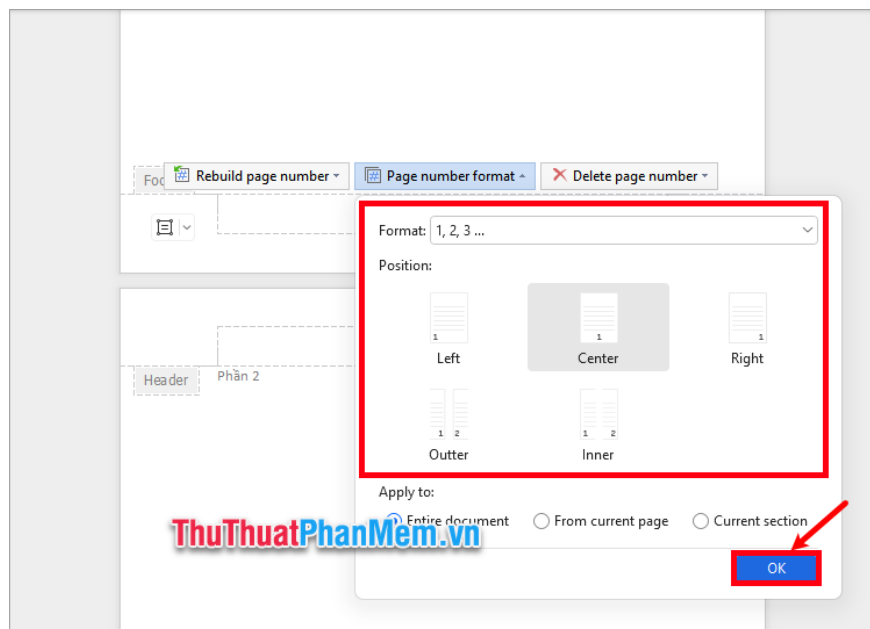


Step 5 : Edit page numbers.

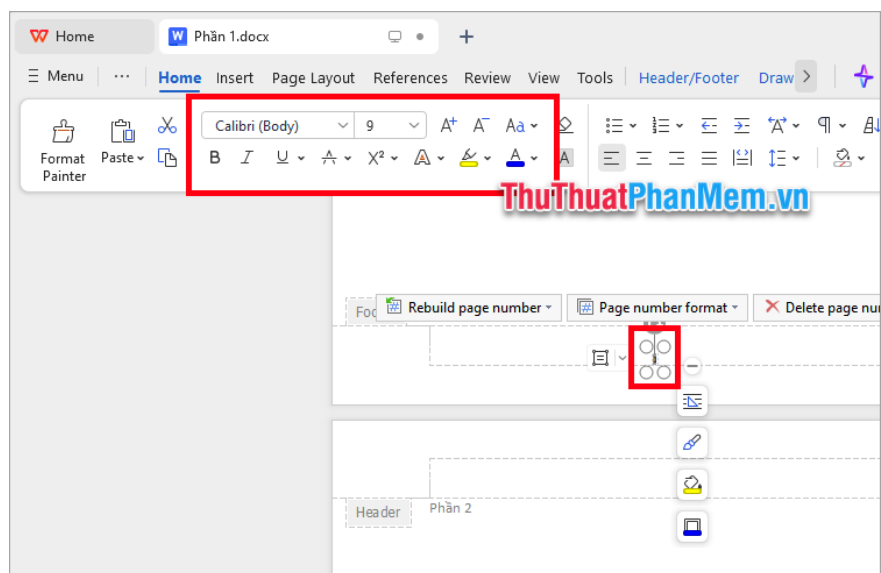
After numbering pages in WPS Office of the Docs program, if you want to edit the page number, double-click the left mouse button on the page number and select **Page number format** .



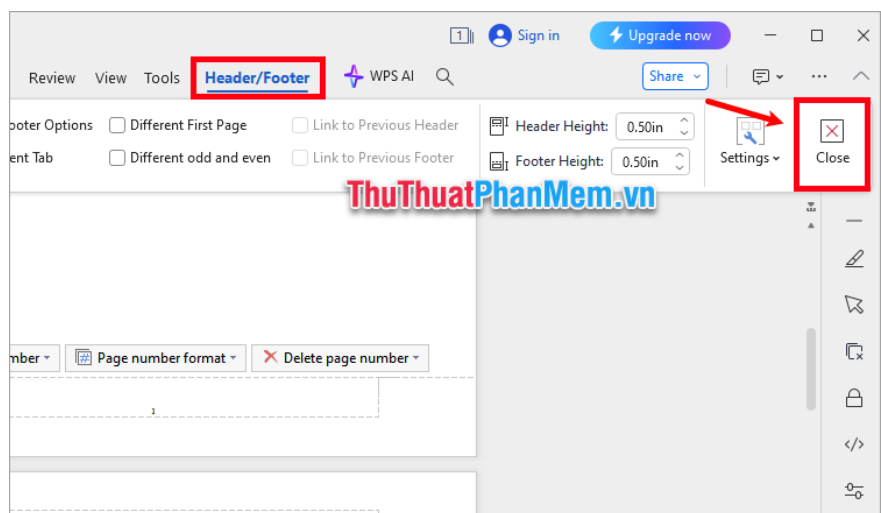
Here you can choose the page numbering style in **Format** , the page numbering position in **Position** . Then select **OK** .



If you want to change the color, font, background color, etc. for the page number on the page you select, select (highlight) the page number and customize it in the **Font** section of the **Home** tab .

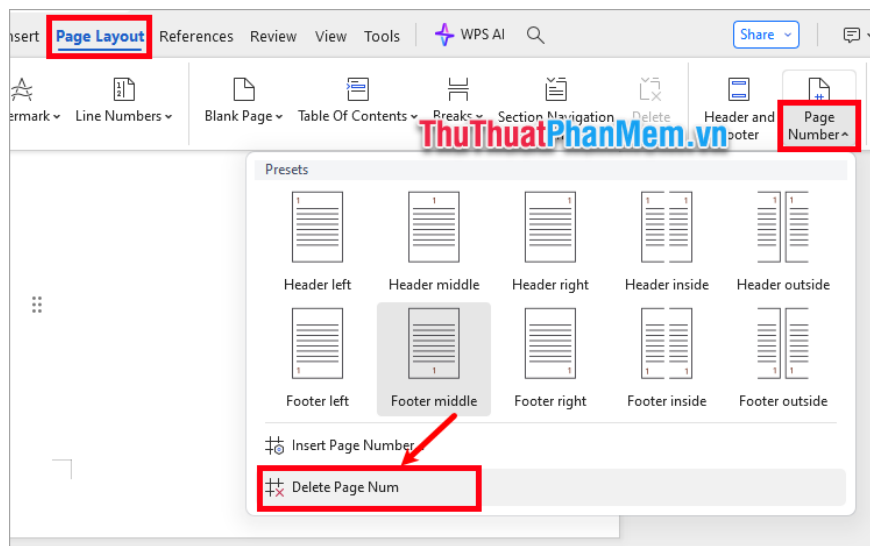


After editing, select the **Header/Footer tab ? Close** , or double-click the left mouse button on the text area (outside the header and footer areas).

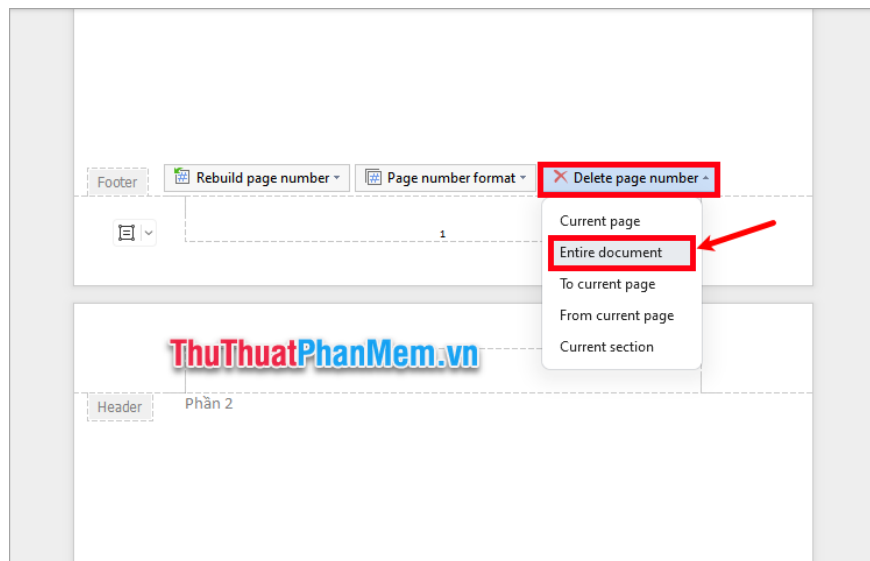


2. How to remove page numbering in WPS Office

After performing page numbering in WPS Office, for some reason you do not want to number the pages but want to delete the page numbering in WPS Office, you just need to select **Page Layout ? Page Number ? Delete Page Num** .



Or you double-click the left mouse button on the page number on any page in the document and select **Delete page number ? Entire document** .



In this article, TipsMake.com has shared with you how to quickly number pages in WPS Office Docs. So, if you need to number pages for any document in WPS Office, you just need to open the document that needs page numbering and follow the simple steps that the article shares to number pages for your document. Thank you for your interest and following this article.

You finished reading the article "**How to number pages in WPS Office**" 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.