

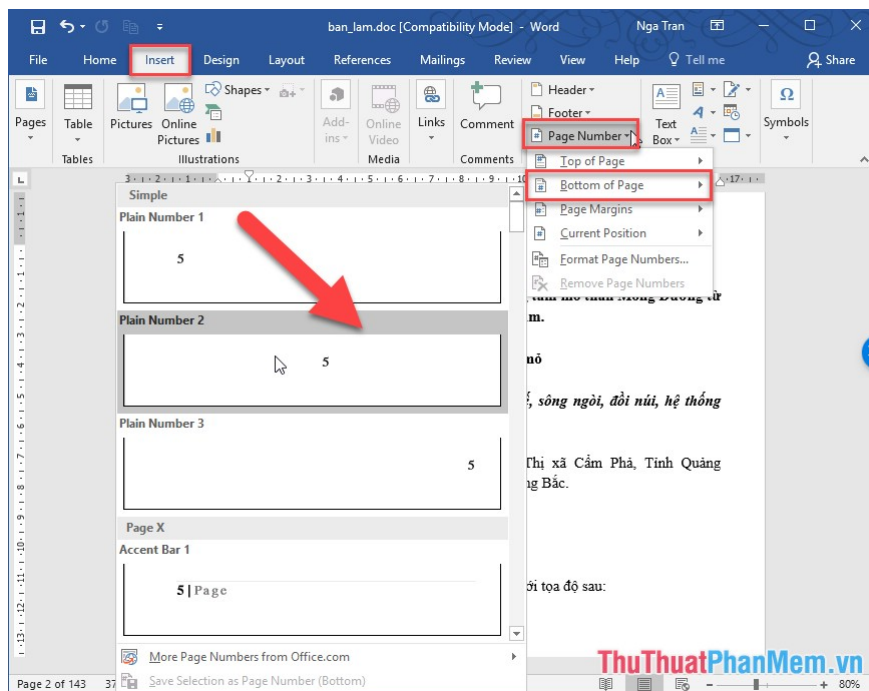
# Instructions for page numbering in Word, align page numbers, delete page numbers

The following is a guide to page numbering in Word, aligning page numbers, and deleting page numbers to help you locate and search easily in large documents.

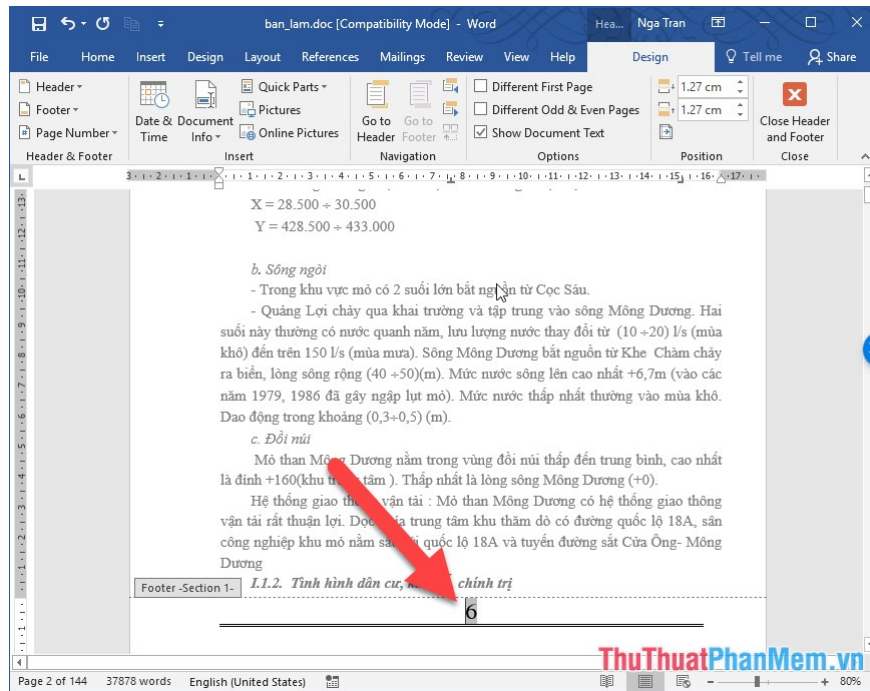
The following is a guide to page numbering in Word, aligning page numbers, and deleting page numbers to help you locate and search easily in large documents.

## 1. Insert page number

Open the text file to insert page numbers -> on the **Insert** tab -> **Page Number** -> select the location to insert the page number, for example here choose **Bottom of Page** ( ie insert page number below the text) -> select the location to insert:

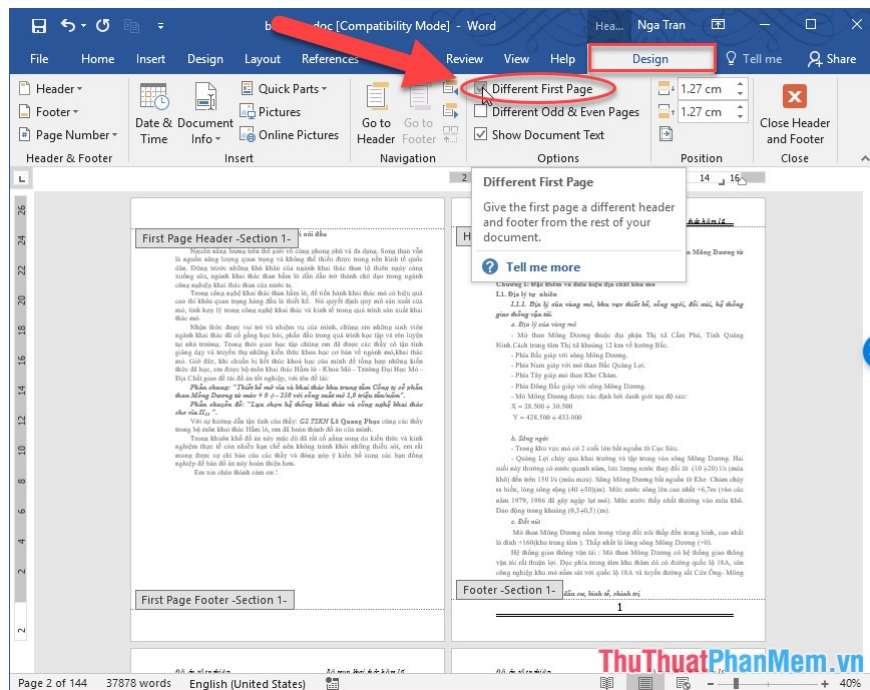


Result of inserting page numbers at the end of the text:

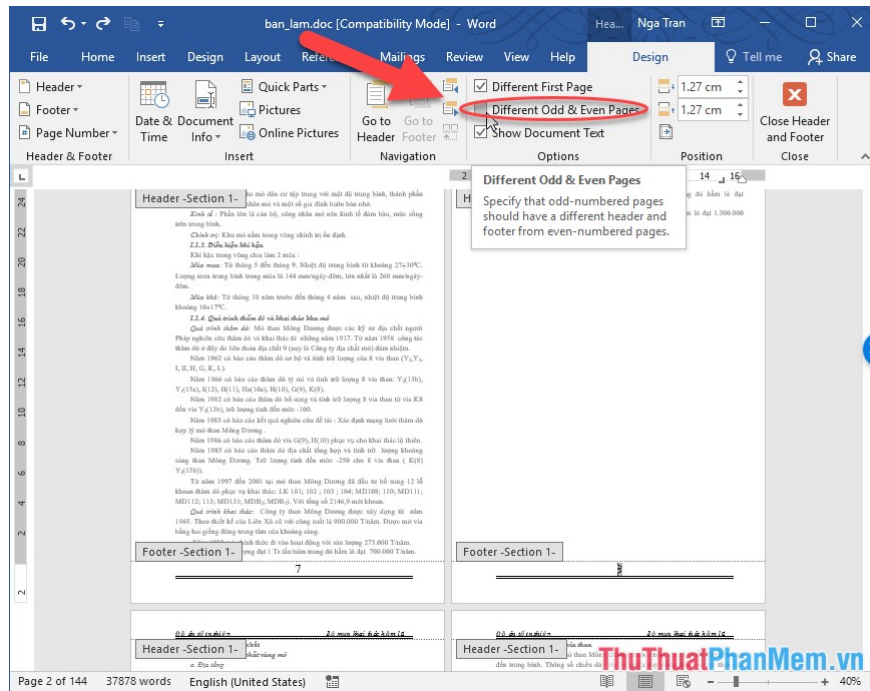


After inserting the page numbers you want to align, the page number . click **Design** .

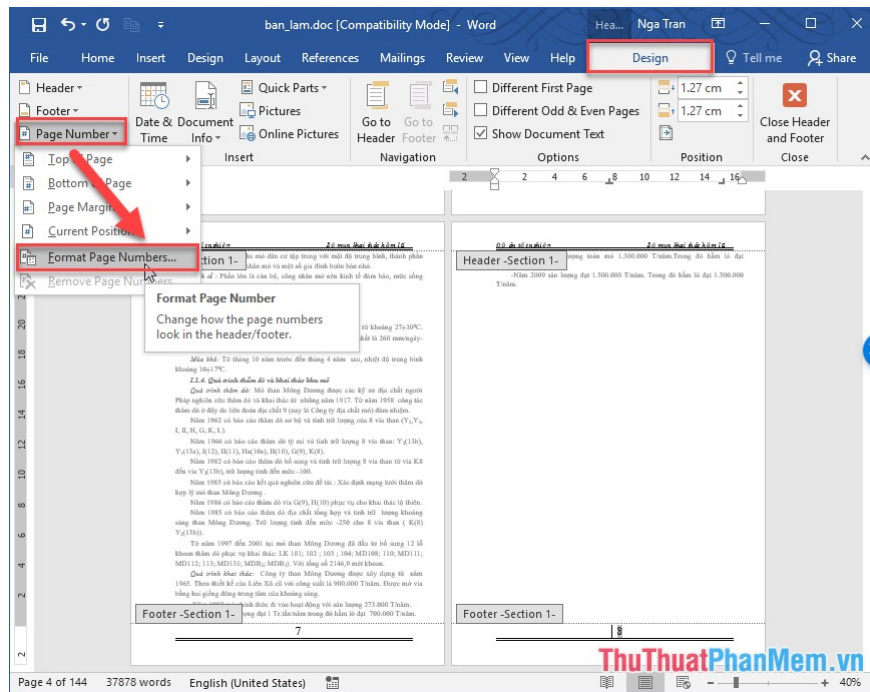
- For example, if you want the page number of the first page to be different from the rest of the pages, check the **Different first page** -> the first page is not numbered, because in an essay usually the first page does not have page numbers:



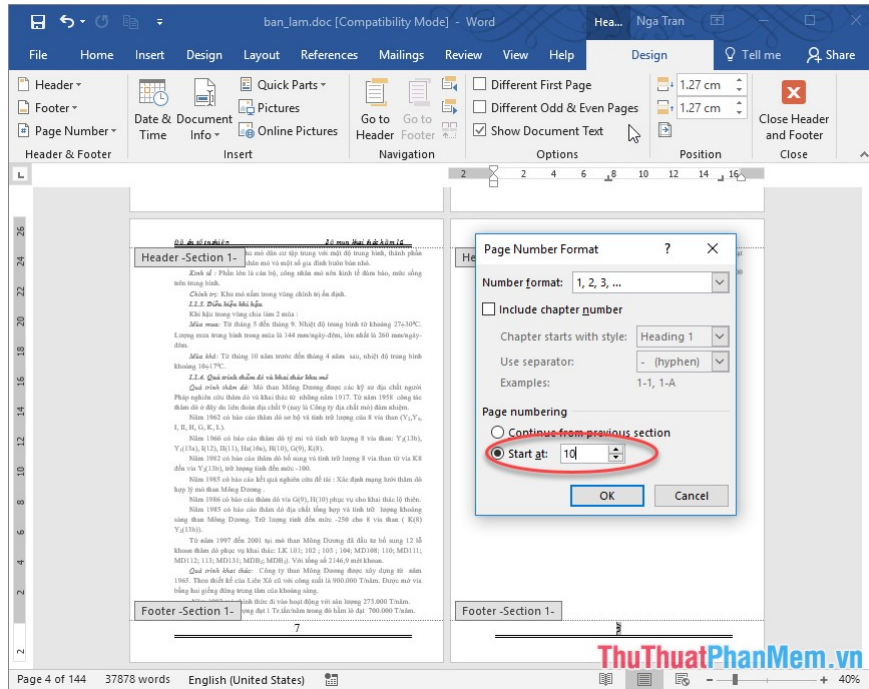
- Or want the first page and the last page as a table of contents without a page number, select **Different Odd & Even page**:



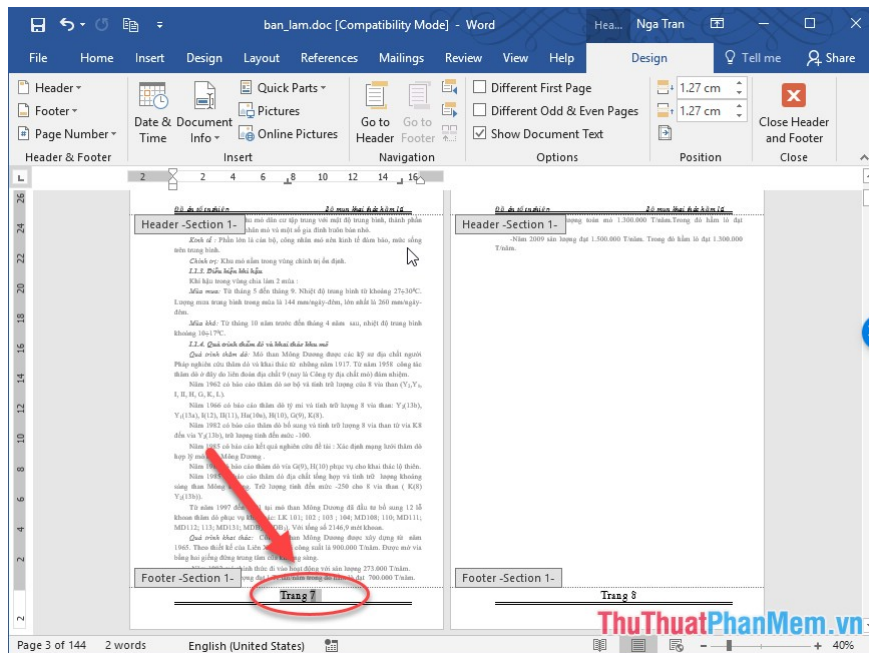
- Want to number the page starting from any value, click **Design -> Page Number -> Format page Number:**



Enter the start value you want to paginate in **Start At -> click OK:**

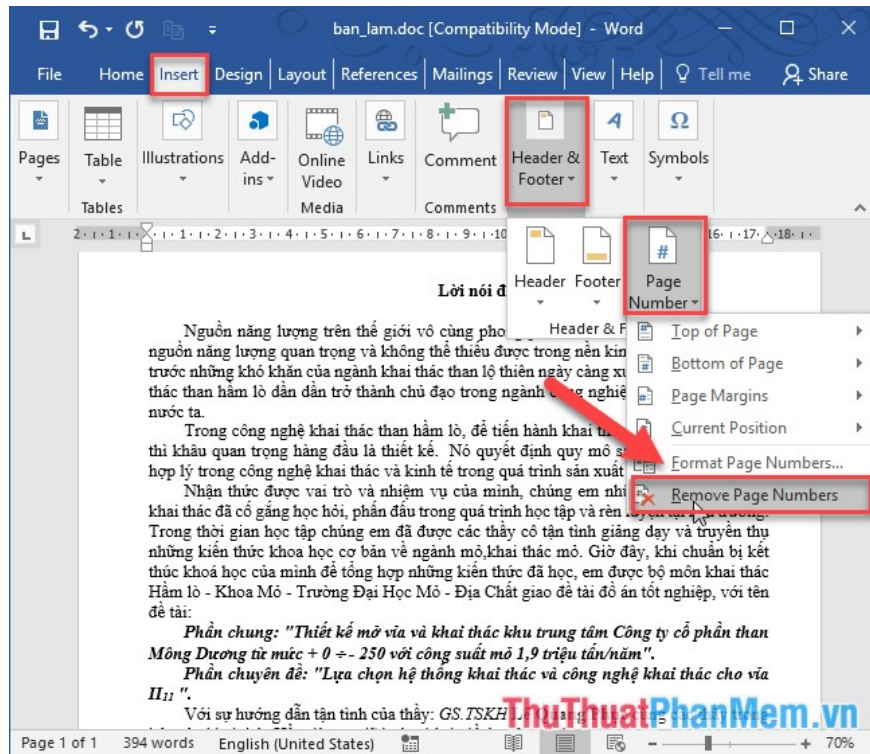


- To add text in the page number, click to enter, for example, from the page next to the page number:

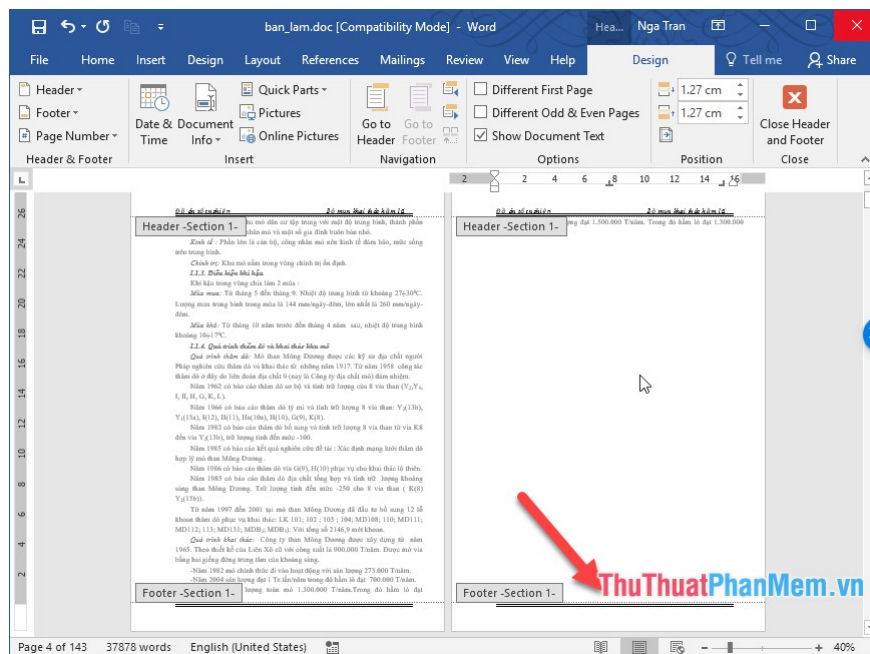


### 3. Delete the page number

In case you do not want to insert page numbers in the implementation document into the **Insert** tab -> **Header & Footer** -> **Page Number** -> **Remove Page Numbers**



Or you can do so by highlighting the page numbers and pressing the **Delete** key or the **BackSpace** key all the page numbers are deleted:



Above is a detailed guide on page numbering in Word, align page numbers, delete page numbers.

Good luck!

You finished reading the article "**Instructions for page numbering in Word, align page numbers, delete page numbers**" 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.

---