

Page numbering in Word 2016

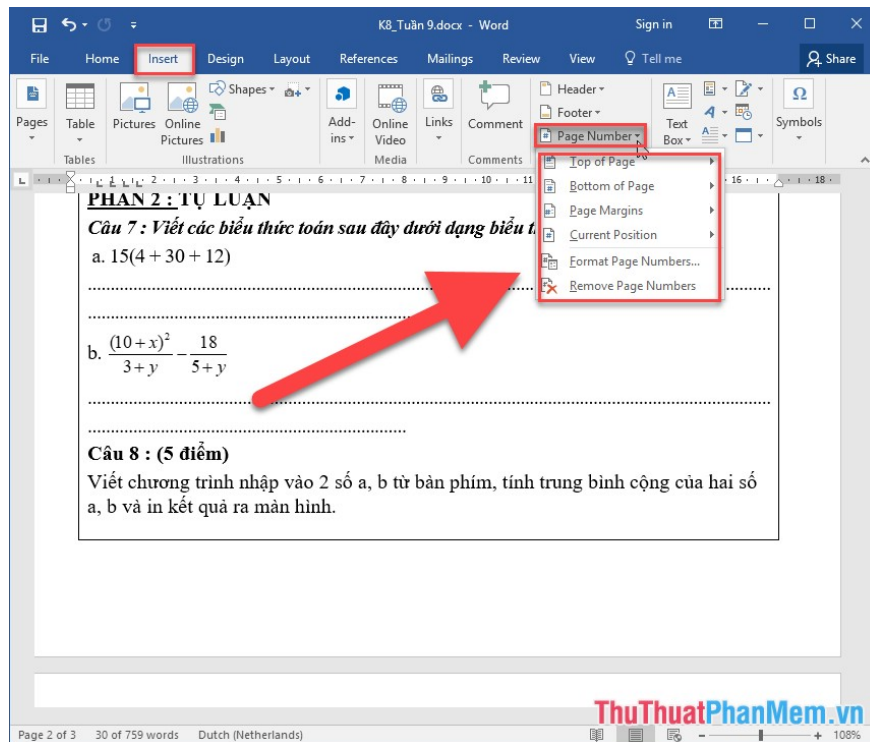
Page numbering is an indispensable operation and very important for long text. The following article provides detailed instructions for Page numbering in Word 2016.

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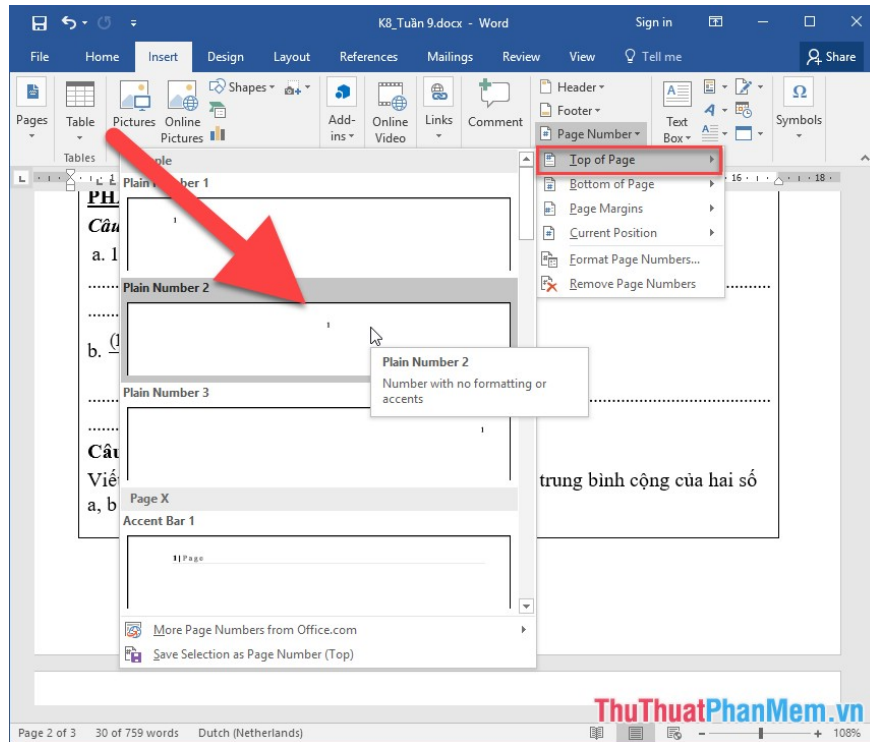
Page numbers in Word 2016 do not contain titles.

For page numbering, click the **Insert** tab -> **Page Number** -> select the page numbering type:

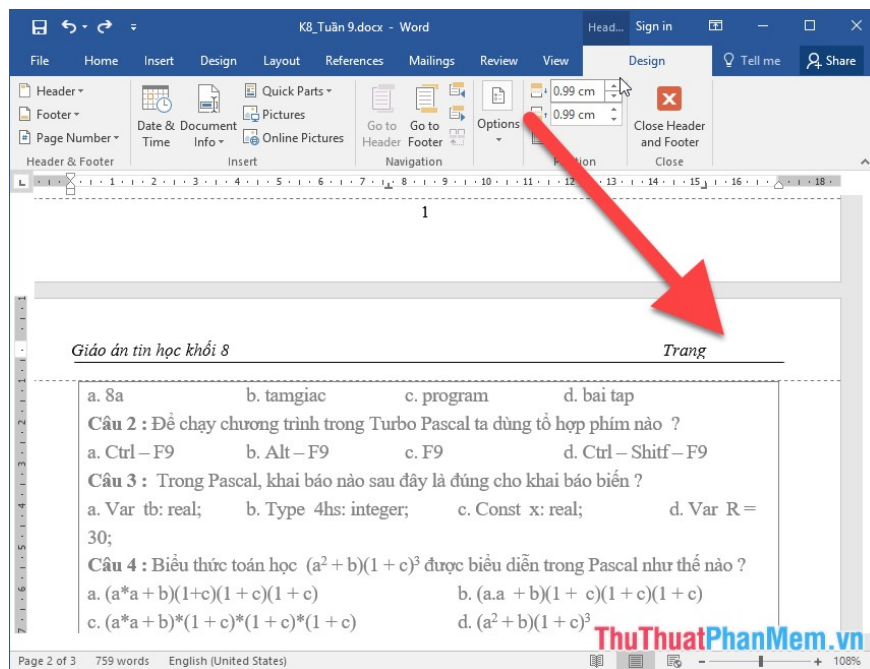
- **Top of page:** Number the page on the top of the page.
- **Bottom of page:** Number the page at the bottom of the page.
- **Page Margins:** Number the page on the page margin.
- **Current Position:** Numbering the page at the position where the mouse cursor is positioned.



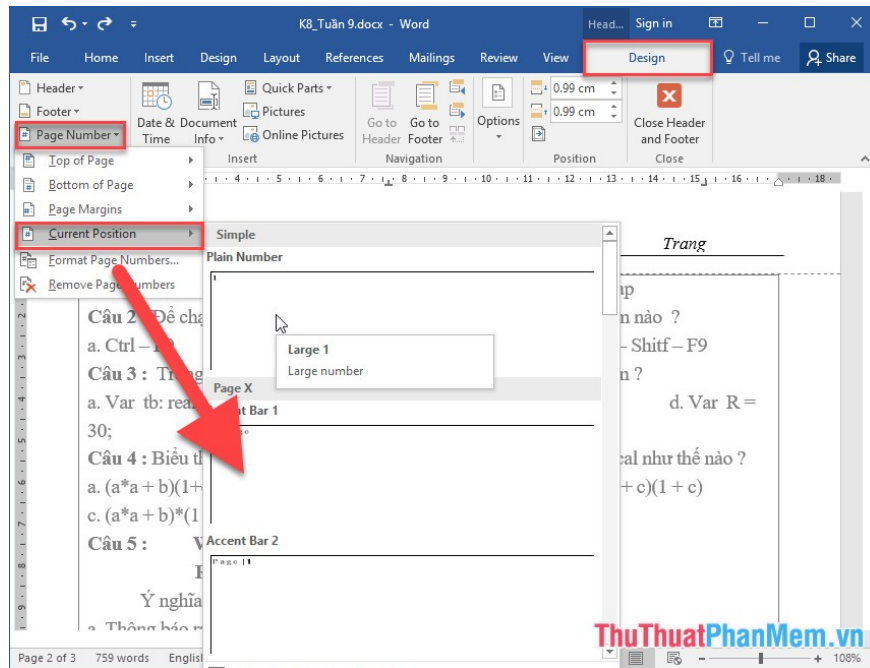
For example, here are the header options:



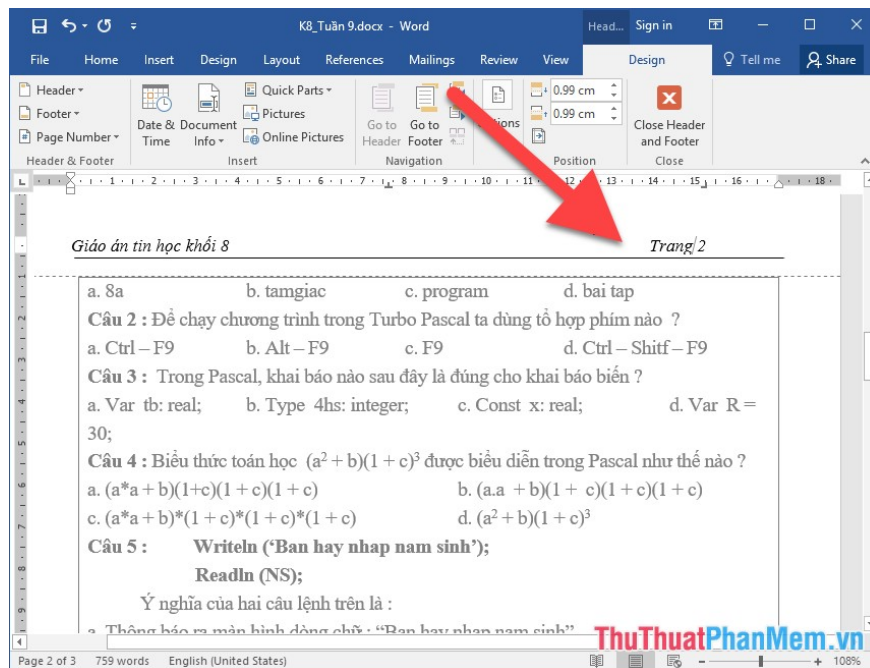
Where you want to number the page with headers and footers. The example here inserts the following page number from the page in the header:



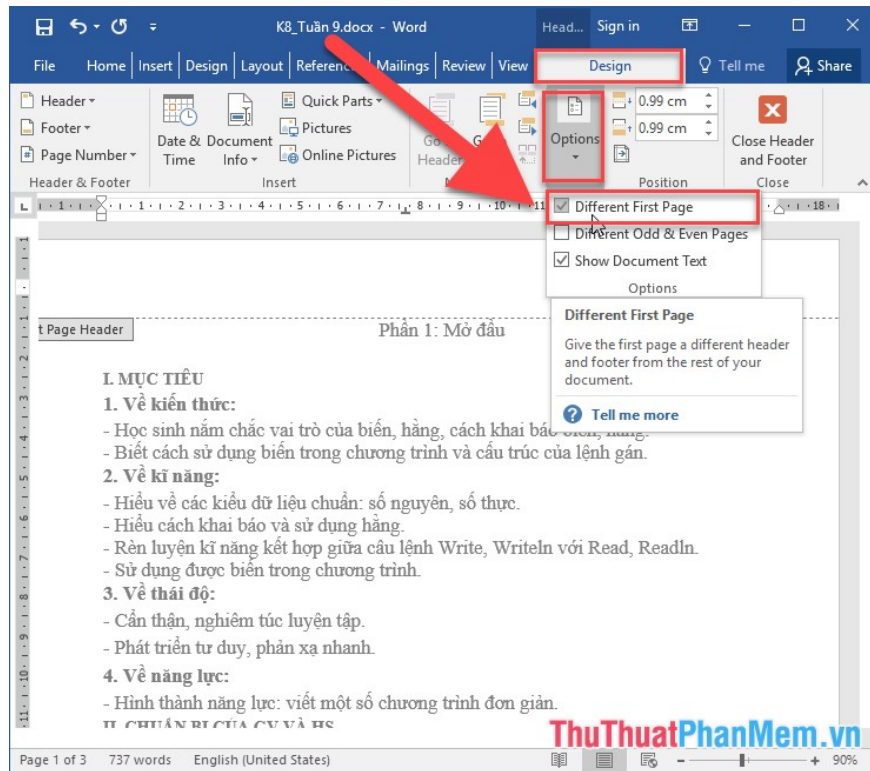
To perform page numbering with header and footer content, go to **Design -> Page Number -> Current Position** -> select the type of format to type:



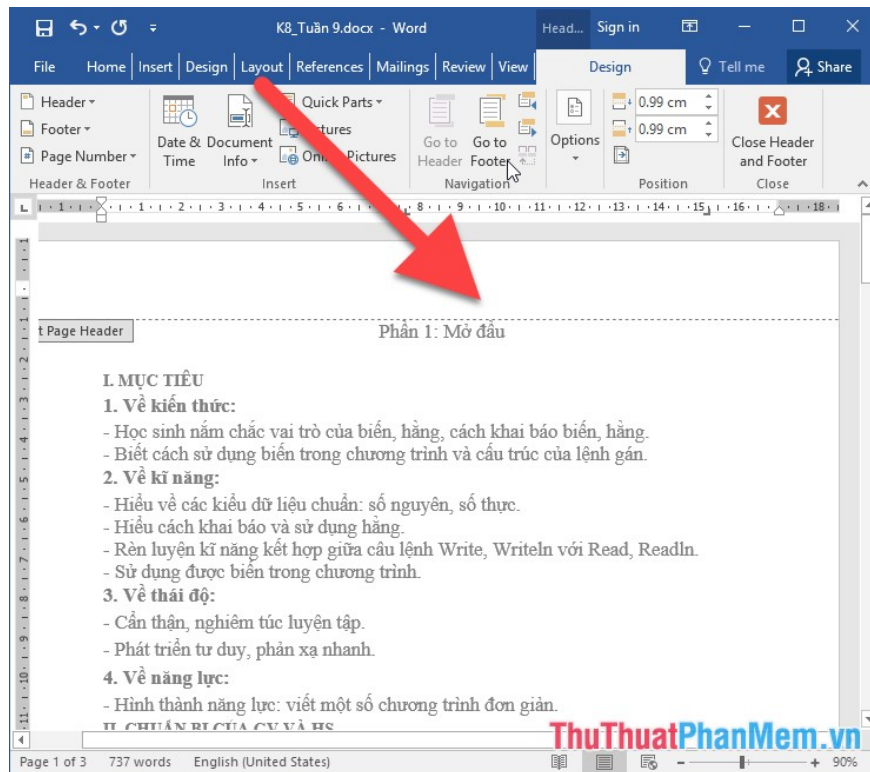
Results of page numbering in header and footer content.



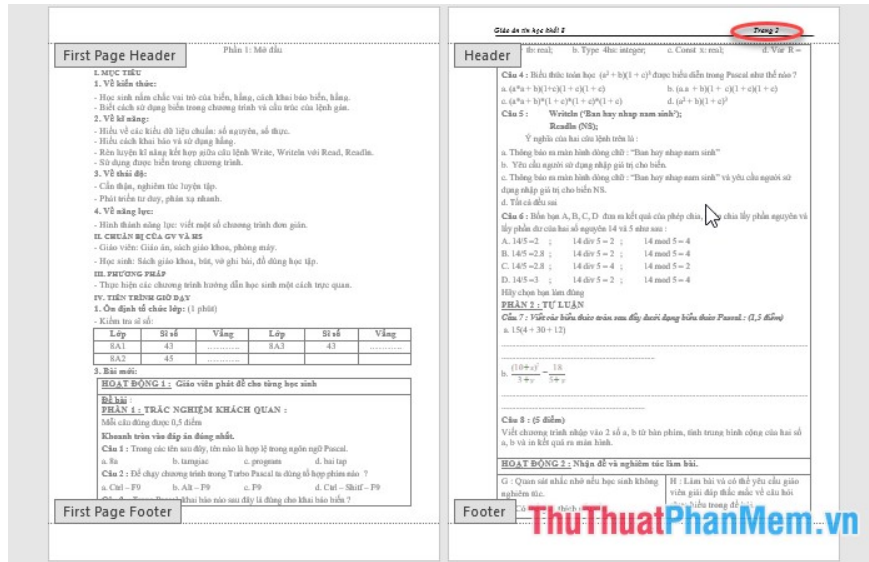
In the first page report, the introductory page is usually not paginated. So need page number from page 2 you need to remove the page number on the first page. To do that, click the **Design** tab -> **Option** -> select the **Different First Page**:



Results on the first page remove page numbers:

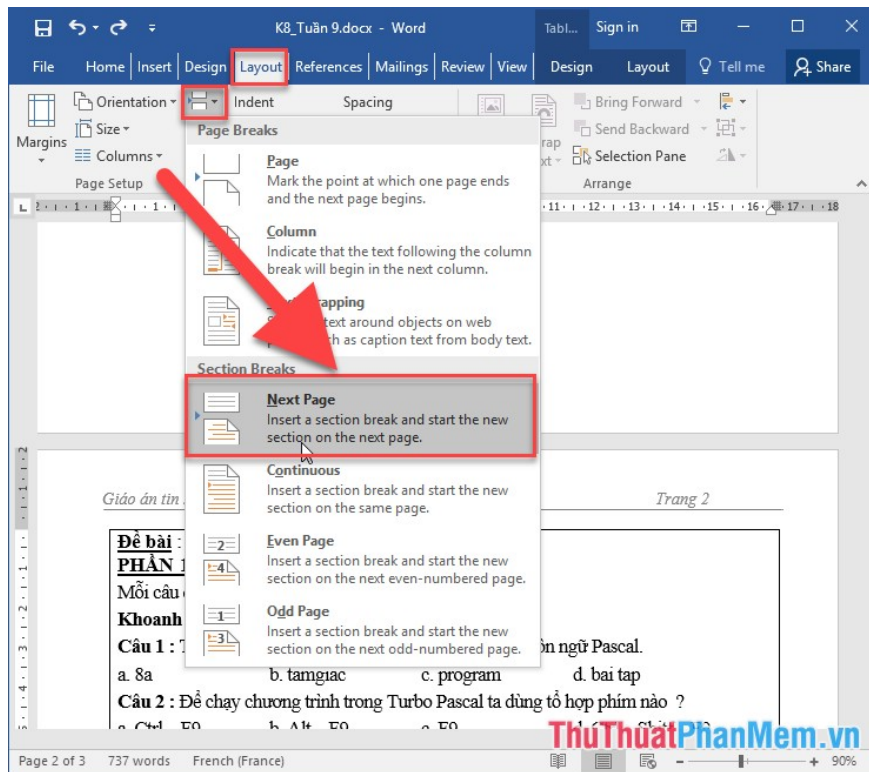


However, the page number begins to fight starting from page 2:

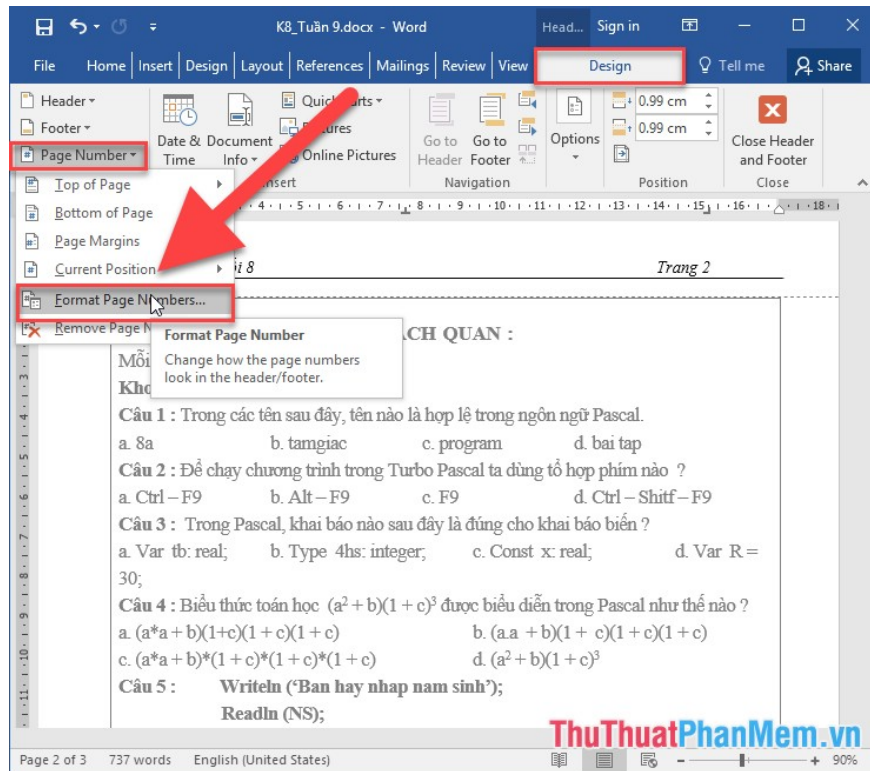


Do the following to number the page starting at page 1:

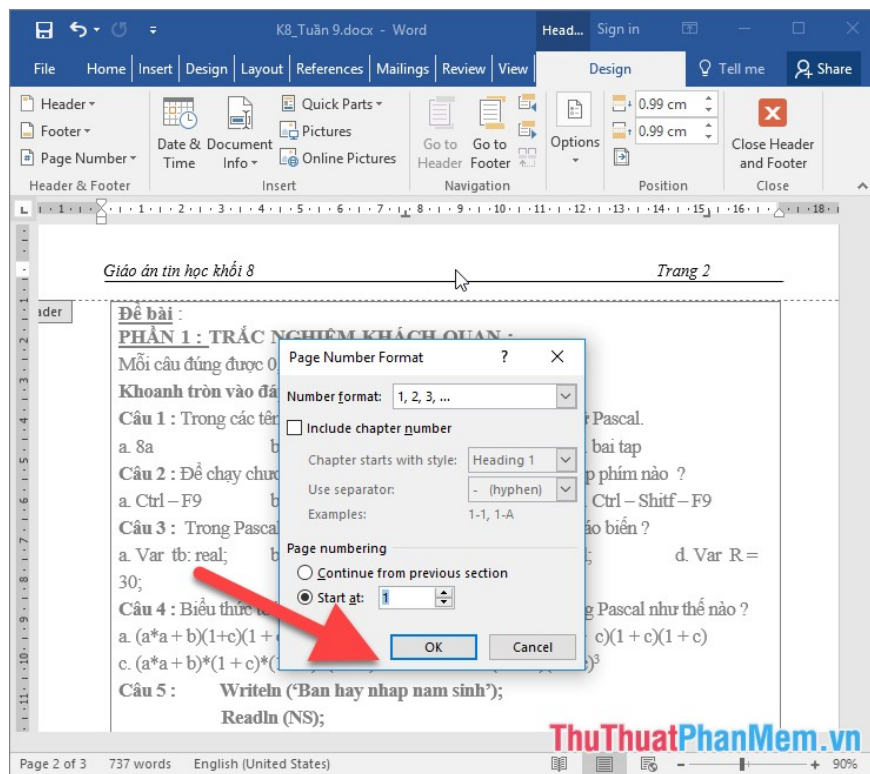
Step 1: Place the cursor at the top of the second page -> **Layout** -> **Next Page:**



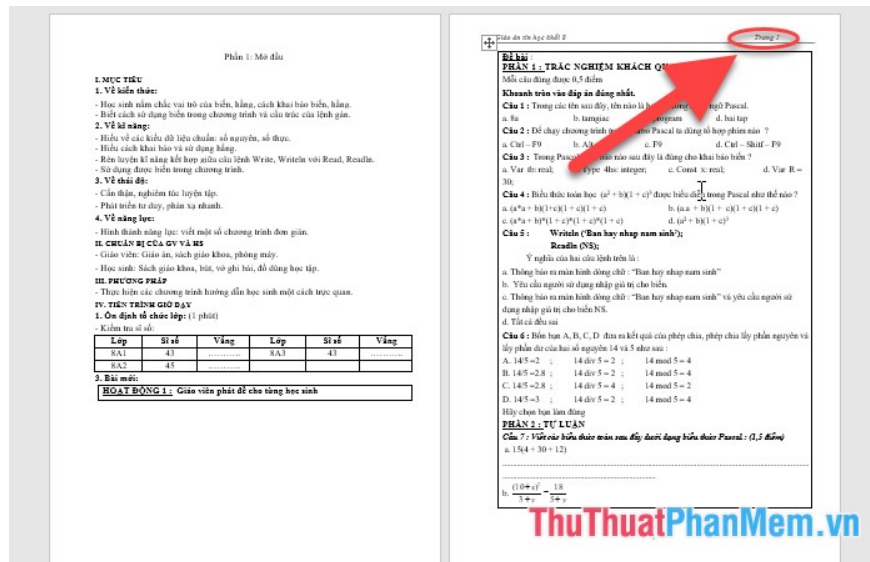
Step 2: On the cards **Design** -> **Page Number** -> **Format Page Numbers:**



Step 3: The Format Page Number dialog box appears in the Start at section, select a value of 1 -> click OK:



Page numbered results starting at 1 on page 2:



Above is a detailed guide on page numbering in Word 2016. I wish you success!

You finished reading the article "Page numbering in Word 2016" 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.