

The numbering of pages in Word follows a symmetric parity pattern similar to a printed book

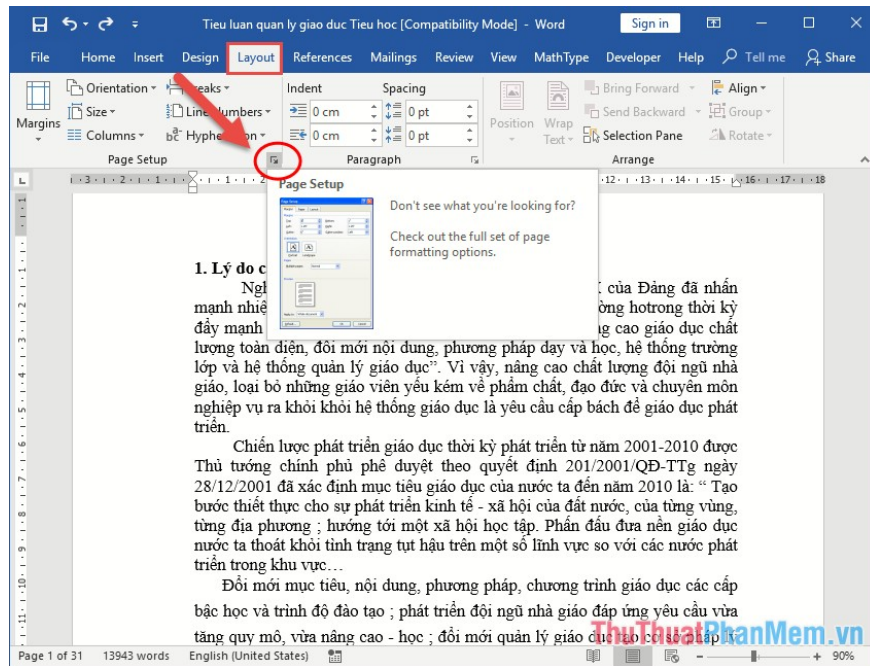
The numbering of pages in Word follows a symmetric parity pattern similar to a printed book. Textbooks (2-sided) have a very good page numbering and science. The odd pages 1, 3, 5 are numbered on the right margin, even pages 2, 4, and 6 are numbered in the left margin.

The textbook (2-sided) has a very good and scientific page numbering. The odd pages 1, 3, 5 are numbered on the right margin, even pages 2, 4, 6 . are in the left margin, the number of symmetrical page numbers is very easy to see. In this article, you can help you number the page in Word in a symmetric parity style like a printed book.

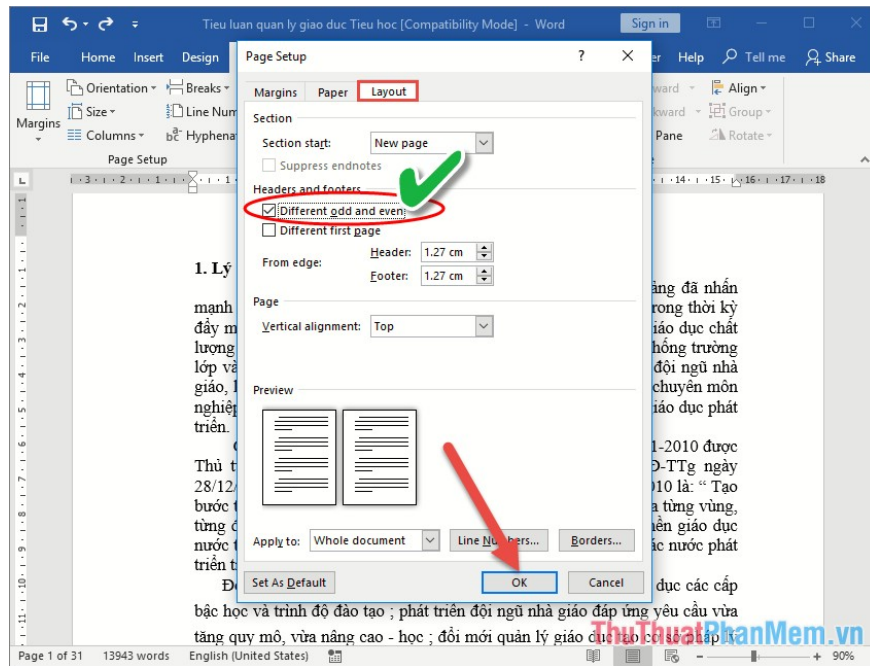


Number the page for the odd page

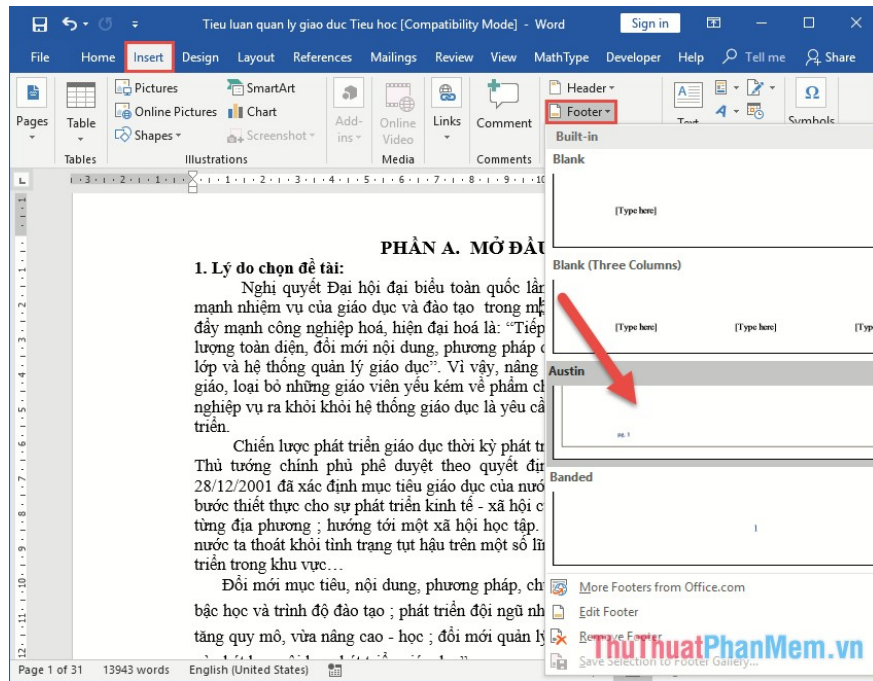
Step 1: Open the text file of the page with the same number as the printed book -> on the **Home** tab -> click the arrow in **Page Setup**:



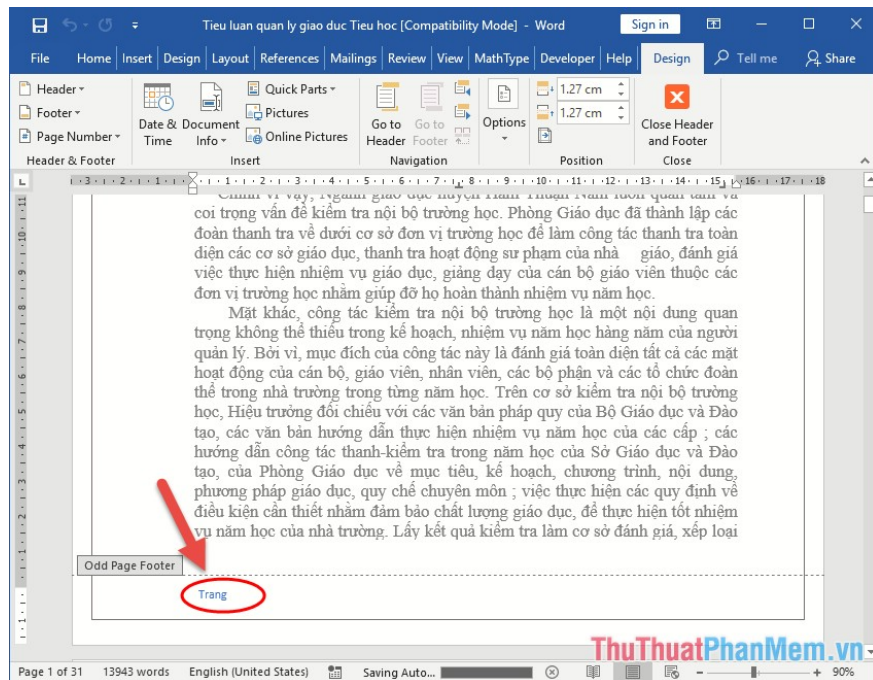
Step 2: The dialog box appears, click the **Layout** tab -> select the **Different odd and even** checkbox (select the layout on the odd and even pages) -> click **OK**:



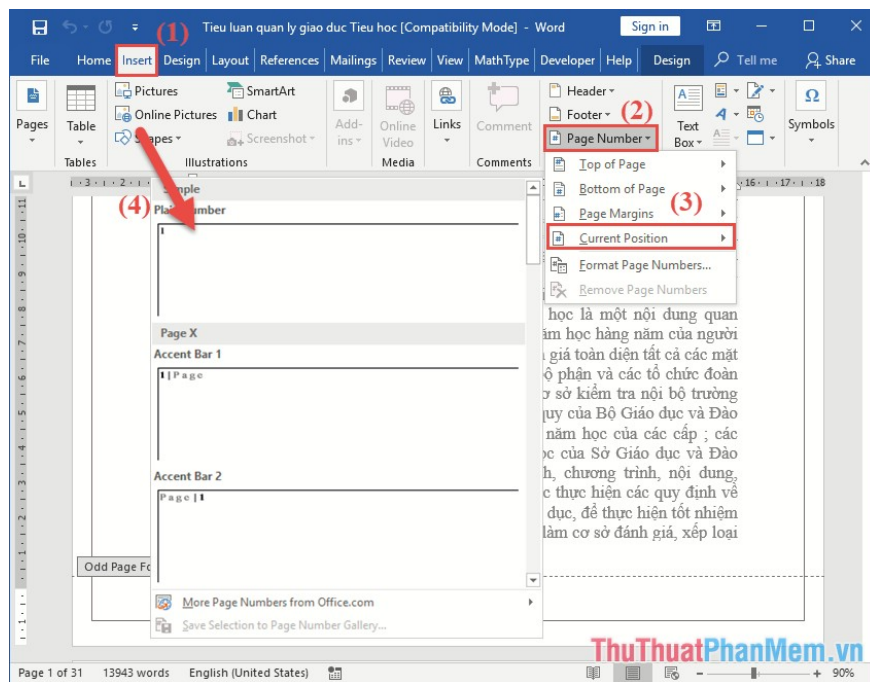
Step 3: On the **Insert** -> **Footer** -> choose any title style to create footers:



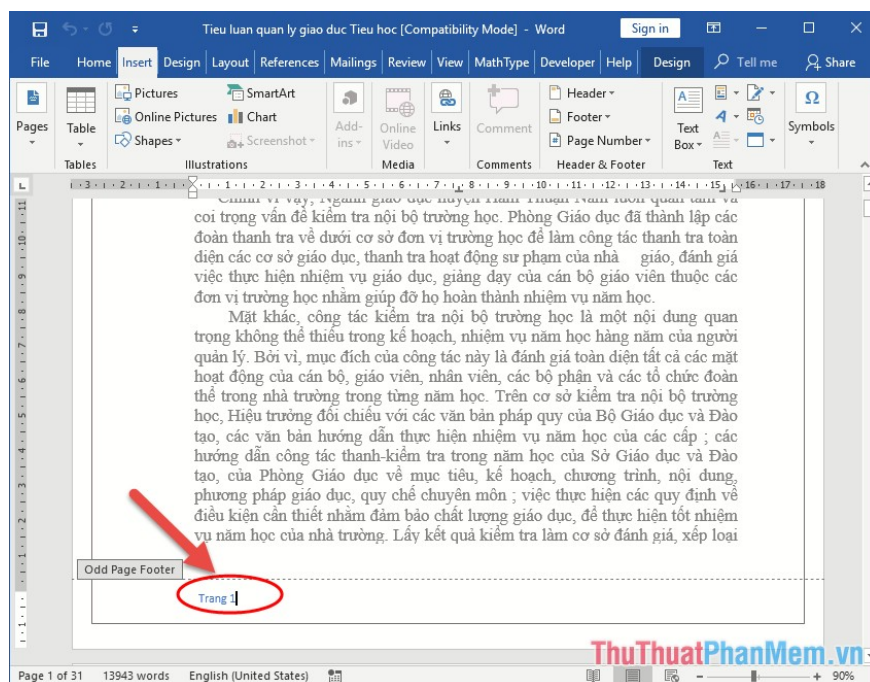
Step 4: Enter the word Page to add a description for the page numbering:



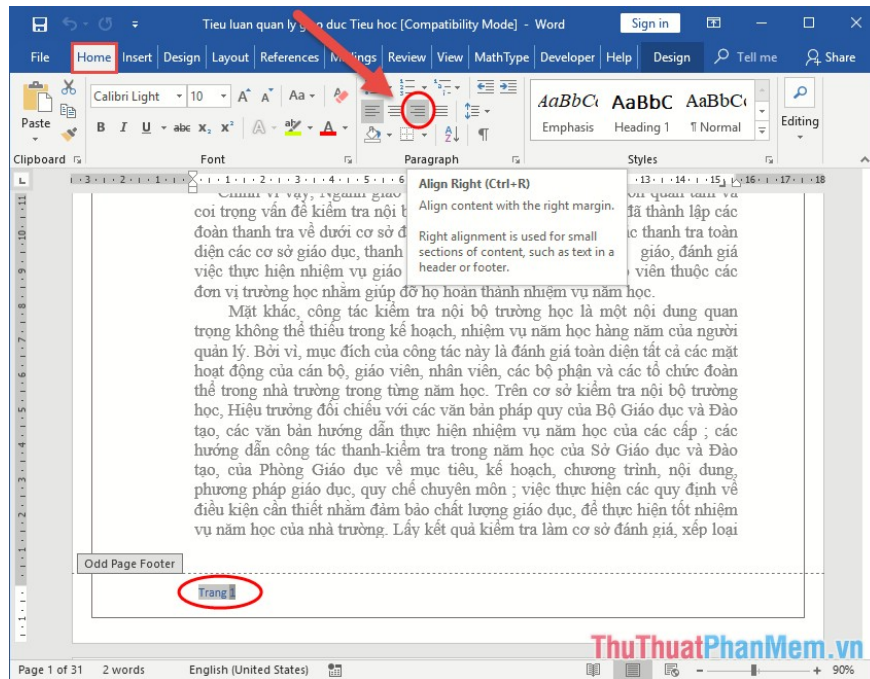
Step 5: Go to the **Insert** tab -> **Page Number** -> **Current Position** (number the page at the position where the cursor is located) -> select the location to number the page:



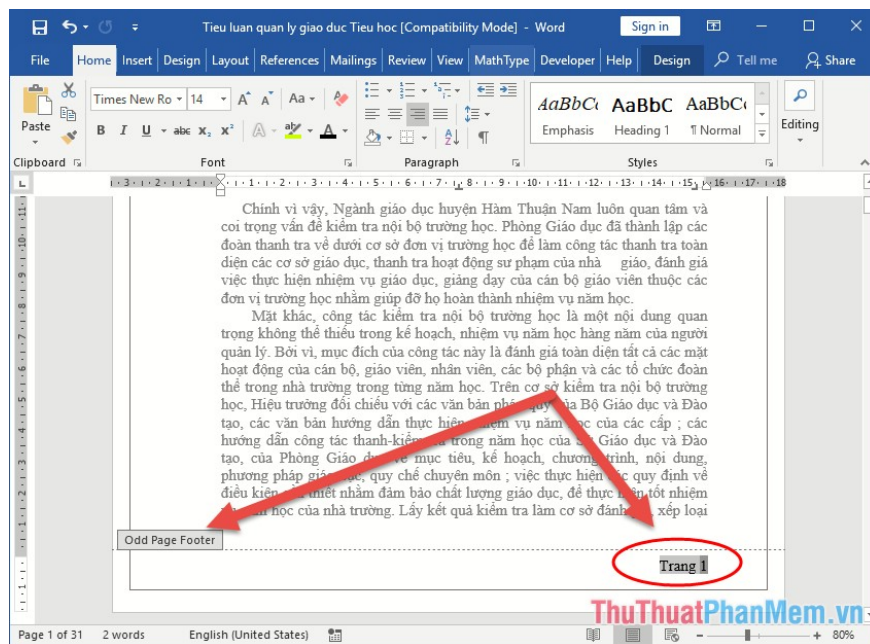
Page numbered results from page 1:



Step 6: Since page 1 is an odd page on the right margin, select the entire page number -> go to the **Home** tab to align the odd page for:

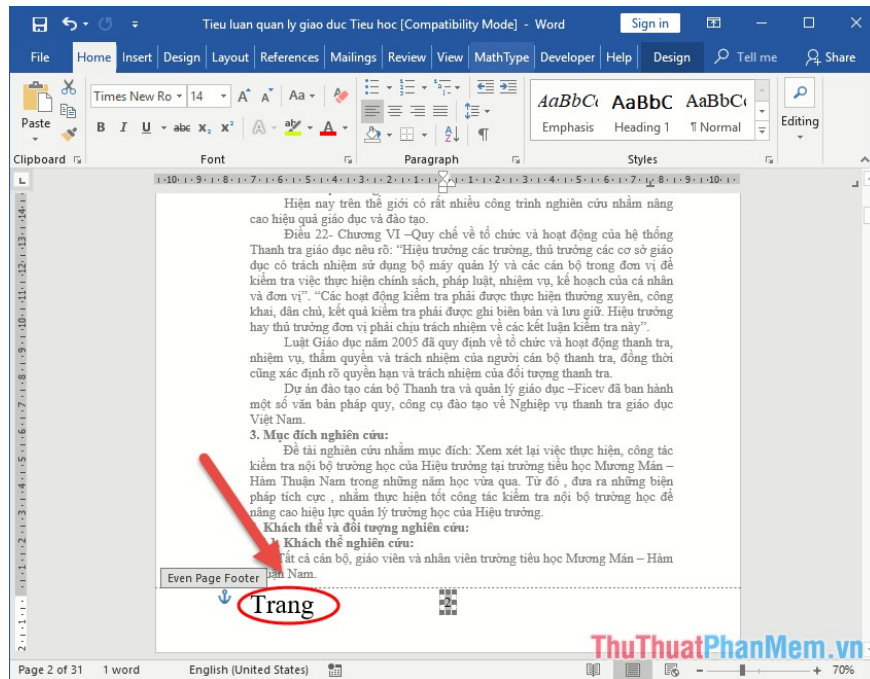


The result is correctly positioned for all the odd pages in the textbook.

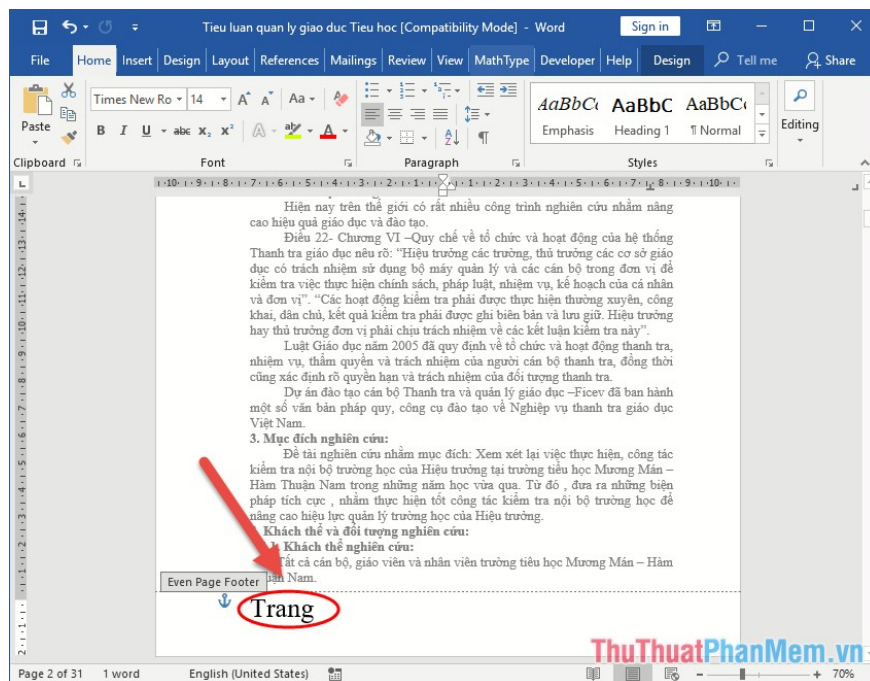


Page numbers for even pages

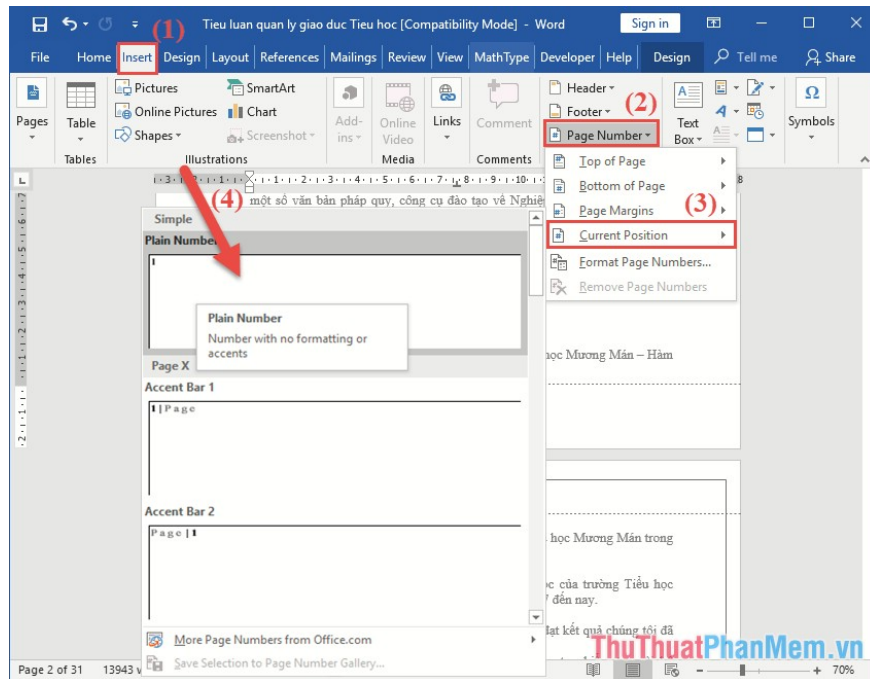
Step 1: Similar to odd pages, after inserting the page numbers for the text, even pages are automatically inserted with the page numbers you add from the page into the page numbering description:



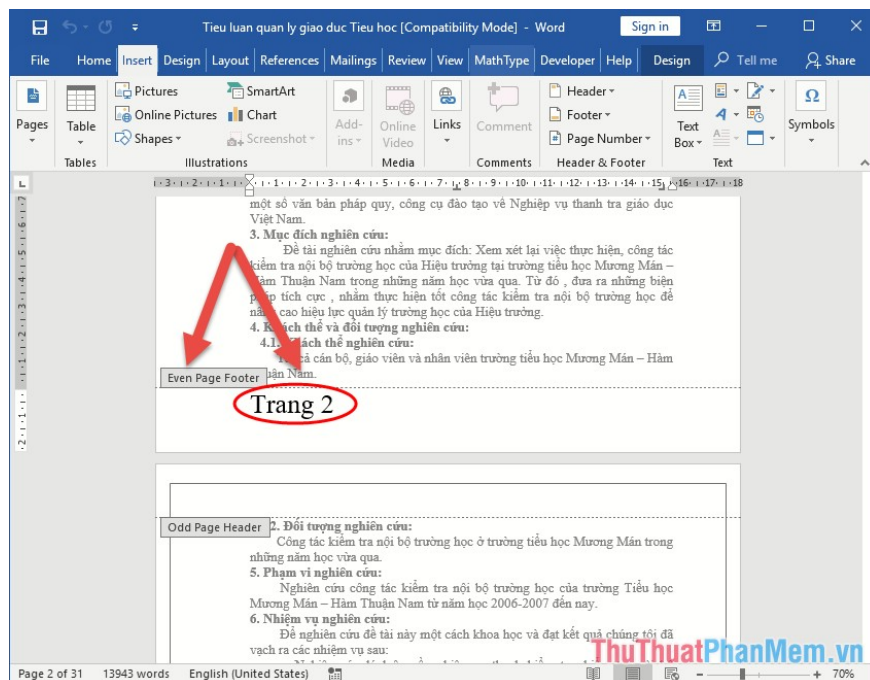
Step 2: Delete the number of pages that have been inserted in the even page by highlighting the page numbers and press the **Delete** key :



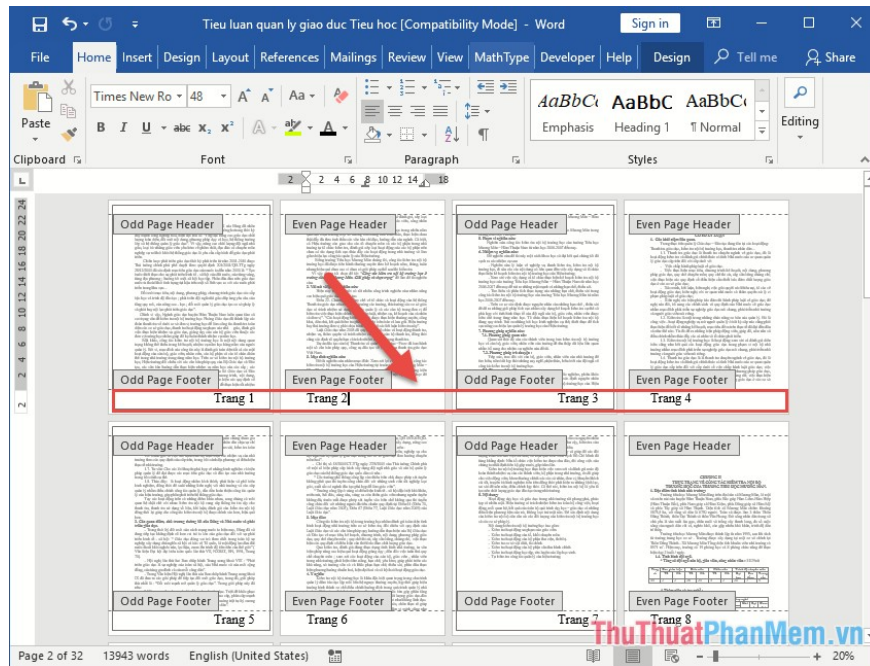
Step 3: Place the cursor right after the page -> on the **Insert** tab -> **Page Number** -> **Current Position** -> select page numbering style:



The page number results for all even pages in the right margin position:



So you just need to format the number of pages in the odd and even pages, and you have the page number in the symmetric parity style like the printed book:



Good luck!

You finished reading the article "**The numbering of pages in Word follows a symmetric parity pattern similar to a printed book**" 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.