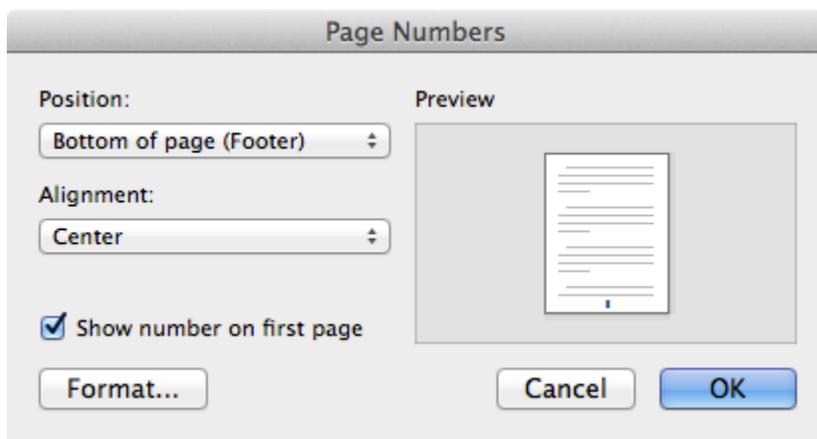


# HOW TO ADD PAGE NUMBERS TO A MICROSOFT WORD DOCUMENT

Creating a document in Microsoft Word for Mac? Depending on who you're creating the document for, you may have to add page numbers. Many organizations such as schools and legal entities have very strict guidelines regarding the numbering of pages.

Here's how to add page numbers to a Microsoft Word document on your Mac:

1. Open Microsoft Word on your Mac, and then create a new document.
2. From the **Insert** menu, select **Page Numbers**. The *Page Numbers* window appears, as shown below.



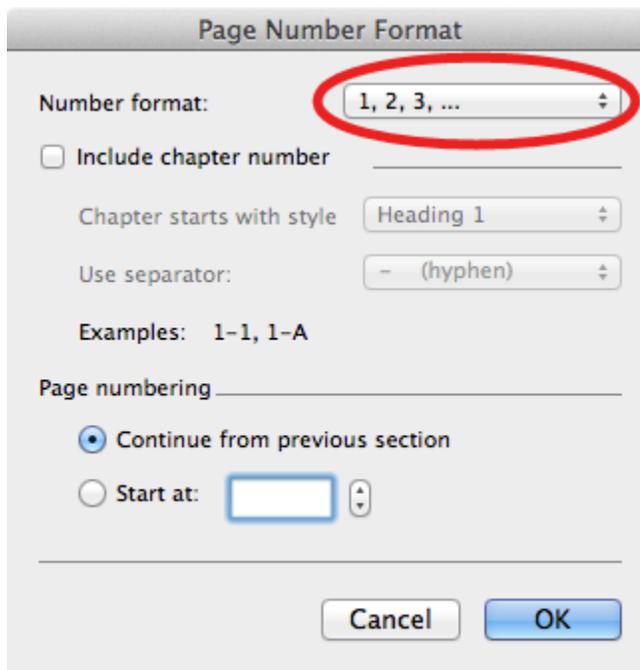
3. From the **Position** menu, select a location for the page numbers. You can set the page number to be displayed at the top or bottom of the page.
4. From the **Alignment** menu, select a position for the page numbers. You can choose left, center, or right alignment. And if you're planning on binding your document, you might want to use the *inside* or *outside* options, which are specifically designed for bound documents.
5. *Optional:* To hide the page number on the first page of your Word document, deselect the **Show number on first page** checkbox.
6. Click **OK** to save and apply your changes.

Congratulations! You have successfully added page numbers to your Microsoft Word document.

## Changing the Format of the Page Numbers

Some organizations require the page numbers to be displayed in a certain format. For example, instead of the usual format (1, 2, 3...), you might need to use roman numerals (I, II, III...) or even letters (a, b, c...). Here's how to change the format of the page numbers in your Microsoft Word document:

1. Open your Microsoft Word document, if it is not already open.
2. From the **Insert** menu, select **Page Numbers**. The *Page Numbers* window appears.
3. Click **Format**. The *Page Number Format* window appears, as shown below.



4. From the **Number Format** menu, select a page number formatting option.
5. Click **OK**.
6. Now you're back in the *Page Numbers* window. Click **OK** to save and apply your changes.

Now the page numbers in your Microsoft Word document are formatted the way you want them to be!

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