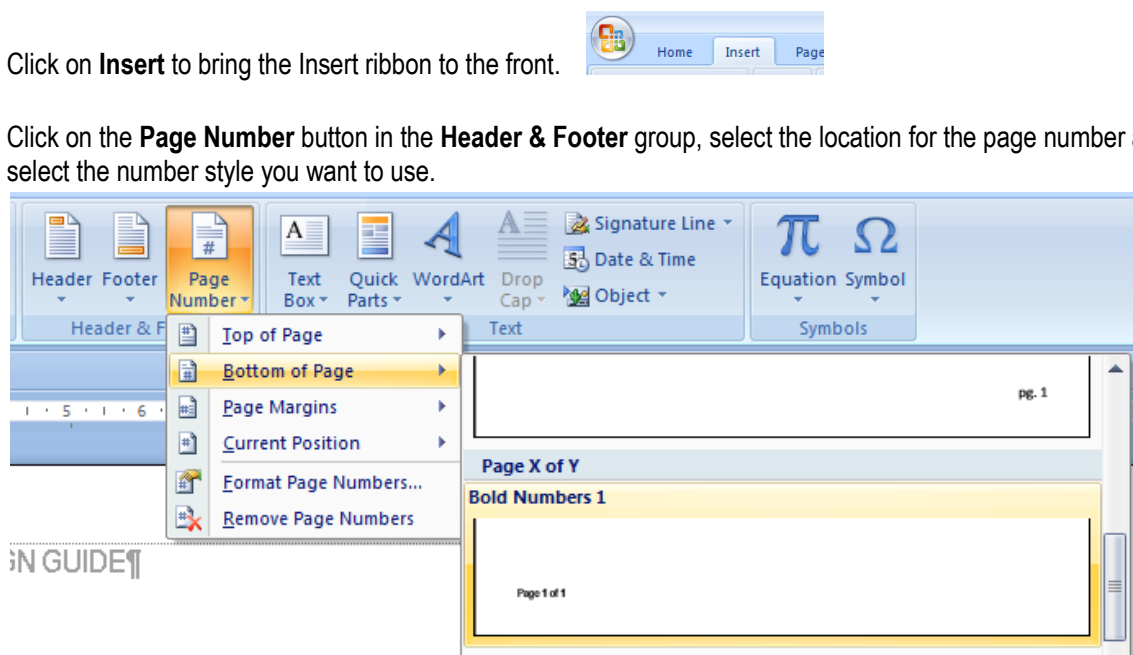


Adding Page Numbers in Word

This guide describes two methods for adding, or inserting, page numbers into Word 2007 / 2010 documents.

Insert page numbers using the Ribbon menu:

1. Click on **Insert** to bring the Insert ribbon to the front.
2. Click on the **Page Number** button in the **Header & Footer** group, select the location for the page number and then select the number style you want to use.



Insert page numbers using field codes:

To...	Use or Do...	Example Result
Insert a page number	Shift + Alt + P	e.g. 1
Insert the 'number of pages'	<ol style="list-style-type: none"> 1. Use Ctrl + F9 to insert a field 2. Type in NUMPAGES (or 'numpages') 3. Press F9 to update the field 	{·} {·NUMPAGES·} e.g. page 1 of 1

NOTE: If you put the cursor **directly in front** of any field value (e.g. the page number, 1) and press Shift + F9 you can toggle between the value and the field code (try it on the examples in the table above.)

With the cursor anywhere on the page, if you press Alt + F9 it will toggle all fields between their value and the field code.

For more information on using field codes see...

Insert and format field codes in Word 2010

<http://office.microsoft.com/en-us/word-help/insert-and-format-field-codes-in-word-2010-HA101830917.aspx?CTT=1>

Insert and format field codes in Word 2007

<http://office.microsoft.com/en-us/word-help/insert-and-format-field-codes-in-word-2007-HA010338798.aspx?CTT=3>