Introduction to Page Numbering in Word (2010)
IT Documentation Team. Updated July 2013 (Reviewed July 2015)

This fact sheet is part of our Working with Long Documents series.

About page numbers

In Word, you can automatically generate page numbers to appear at a specified point on each page of your document.

- Header (at the top of the page)
- Footer (at the bottom of the page)
- Margins (left or right of the page)

Insert page numbers

1. Click on the Insert tab, Header & Footer group, Page Number
2. Select your choice e.g. Bottom of Page > Plain Number 2

This will add page numbers to every page in the open document.

- Double-click at the top or bottom of a page to open/close the header and footer.
- In header and footer view, you can use the contextual Header & Footer Tools Design tab.
- You can remove page numbers by clicking on the Insert tab, Header & Footer group, Page Number and selecting Remove Page Numbers.

Format page numbers

Once you have inserted page numbers, you can change how they appear within your document.

1. Double-click at the bottom of any page to access the footer (or top if your page number is in the header)
2. Click on the Header & Footer Tools Design tab, Header & Footer group, Page Number and select Format Page Numbers...
3. For Number format: select your choice and click OK
4. Click Close Header and Footer

- Use section breaks to create different page numbering formats within the same document, see our Advanced Page Numbering in Word (2010) fact sheet.

Further information and help

Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk
For IT training courses, workbooks and fact sheets, see www.abdn.ac.uk/tad