# "How do I add page numbering in Word?"

Page numbers are useful for reference purposes, and also for keeping pages in order when printed. You can insert page numbers to appear automatically at a specified point on every page in your Word document: in the header (top of the page), footer (bottom of the page), or margins (left or right of the page).

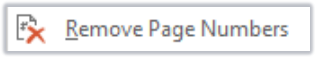
## Inserting page numbers

1. Click the **Insert** tab, then click **Page Number**.
2. Select your choice of location and format e.g. **Bottom of Page** > **Plain Number 2**.
3. This will open the document header and footer area for editing.
4. To close the header and footer area again, on the **Header & Footer Tools Design** tab, click **Close Header and Footer**.

*Note - You can double-click the top or bottom of a page to open the header and footer for further editing.*

## Removing page numbers

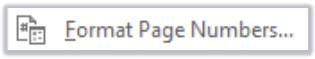
You can remove page numbers by clicking the **Insert** tab, **Page Number** and selecting **Remove Page Numbers** from the drop-down list.




## Formatting page numbers

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

1. Double-click at the top or bottom of a page to open the header or footer area.
2. Click the **Header & Footer Tools Design** tab, then click **Page Number**.
3. Click **Format Page Numbers...**
4. For **Number format:** select your choice and click **OK**.
5. Click **Close Header and Footer**.




## Creating different page number formats within a document

If you are writing a thesis you may wish to use different page number formats within your document, for example Roman numerals for the introductory pages (Table of Contents, Table of Figures, etc), followed by Arabic numerals for the body of the document. You can achieve this using section breaks, as described in our guide: **"I want to use different page number formats within the same Word document. Is this possible?"**

## Further information and help

If you want to learn about any Microsoft product in more detail you can use Microsoft's Office Support for tutorials, videos and helpful hints.

- For essay formatting requirements, e.g. margins and line spacing, please check with your School.
- Click **File** from the Ribbon, then **question mark** (top right) or press **F1** at any time for help within Word. Search for keywords, e.g. *footer*.
- You can also use MyIT to log calls with the University's IT Service Desk: https://myit.abdn.ac.uk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