

Page Numbering in Word 2007

1. Clear any numbering already inserted in the header or footer.
2. Place the cursor at the beginning of the page where you want page numbering to start.
3. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
4. Under **Section Breaks**, click **Next Page**.
 - a. *If a blank page appears, click into the page, and delete it by pressing the Delete key.*
 - b. *If your text appears to have been indented, hit the Backspace key to remove the indentation.*
5. On the **Insert** tab, in the **Header & Footer** group, click **Header** (or **Footer**) and then click **Edit Header** (or **Edit Footer**) to make changes in the header (or footer) area.
6. Under **Header & Footer Tools**, on the **Design** tab in the **Navigation** group, click **Link to Previous** to break the connection between the header (or footer) in the new section and the previous section.
7. Under **Header & Footer Tools**, on the **Design** tab in the **Header & Footer** group, choose **Page Number**, then **Top (or Bottom) of Page** and the style (ex. Plain Number 3).
8. To change the number, under **Header & Footer Tools**, on the **Design** tab in the **Header & Footer** group, click **Page Number**, **Format Page Numbers**.
9. Click the radio button beside **Start at** and then type the desired number in the **Start at** box. Click OK.

This will number your paper consecutively starting with your chosen number on the chosen page. Your page numbers will appear consistently wherever you chose to put them (example: header; right side).

If you need for other pages to be numbered consecutively but in a different spot (example, page 2 is in the right header, pages 3-5 need to be centered in the bottom footer) start at Step 2 and follow through Step 7. This will result in your pages being numbered in both places. Next...

10. Begin again at **Step 2** and follow through to **Step 6**
11. On the **Insert** tab, in the **Header & Footer** group, click **Header** (or **Footer**) and then click **Remove Header** (or **Remove Footer**) to remove the pages numbers you want removed.