

MSWORD Add Page Numbers

1. Click Insert on the menu bar.
2. Select Page Number
3. Choose Bottom of Page (Footer) or Top of Page (Header) from the Position text box.
4. Choose Left, Center, Right, Inside (facing pages), or Outside (facing pages) from the alignment box.
5. Check the First Page to have a number show on the first page of the document.
6. Click Ok

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