

APSU Writing Center

Insert a Page Number

Page Numbers

- A header or footer can contain text, information about the document, or even images. However, the most common elements in a header or footer are page numbers. Page numbers can be continuous though a document, all but the first page, or start over in each section.

How to Insert a Page Number to Word Documents

- On the Insert tab, select Page Number, and then choose the location and style you want.
- If you don't want a page number to appear on the first page, select Different First Page.
- If you want numbering to start with 1 on the second page, go to Page Number > Format Page Numbers, and set Start at to 0.
- When you're done, select Close Header and Footer or press Esc.
- Tip: To get back to a header or footer to make changes, double-click in the header or footer area.

