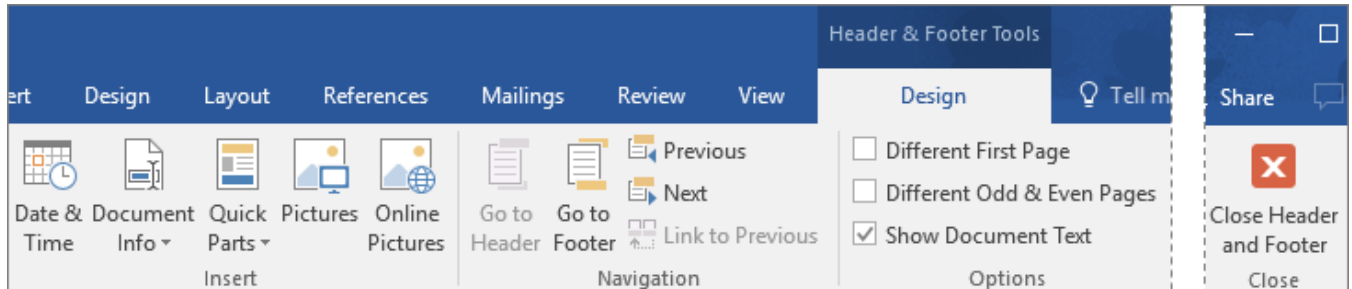


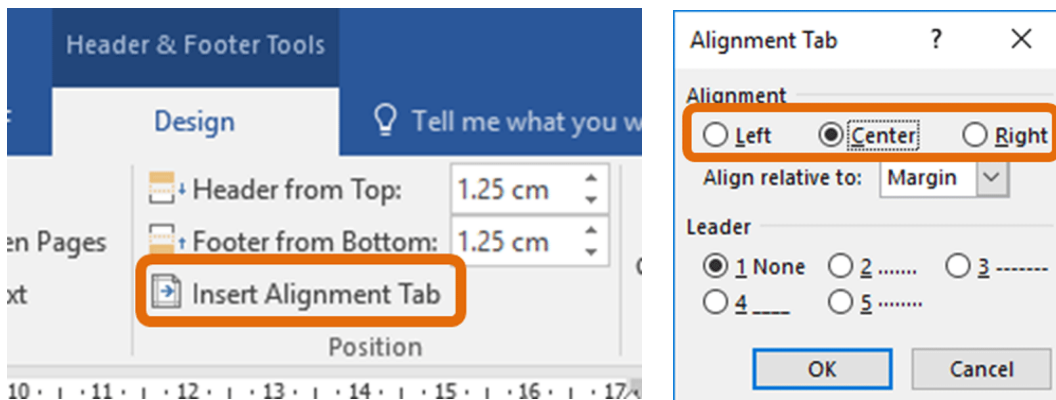
Use Quick Parts to add page numbers to an existing header or footer

Tip: You might find it helpful to view not only the contents of your header or footer area, but also the formatting marks in those areas. On the **Home** tab, in the **Paragraph** group, choose **Show/Hide (¶)** to turn on the display of formatting marks. Choose the button again to turn off the display.

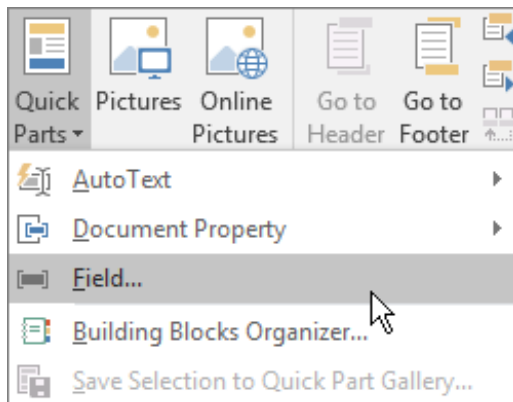
1. Double-click in the header (top of page) area or the footer (bottom of page) area to open the **Design** tab under **Header & Footer Tools**.



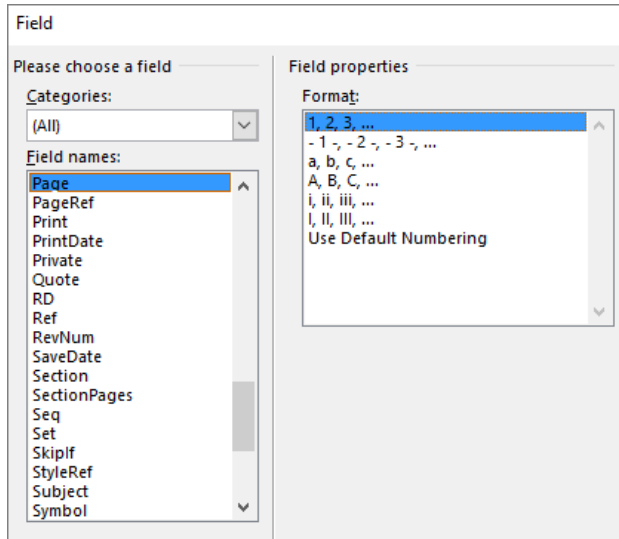
2. In the **Position** group, choose **Insert Alignment Tab**, and choose **Center**, **Left**, or **Right**, depending on where you want your page numbers to appear, and then click **OK**.



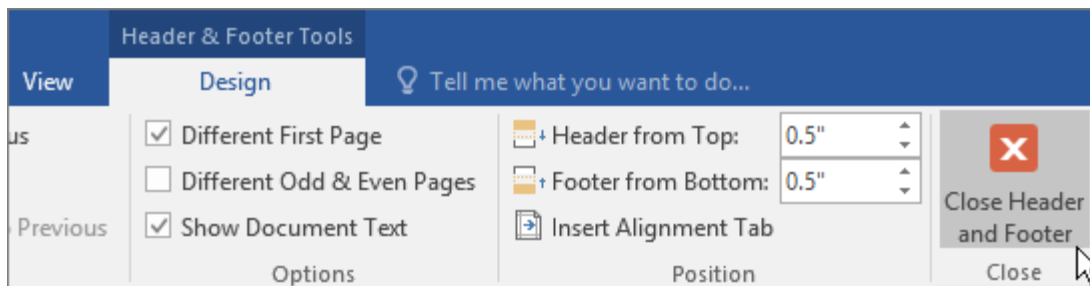
3. In the **Insert** group, choose **Quick Parts > Field** and the **Field** dialog box opens.



- In the **Field names** list, choose **Page**, and under **Field properties**, choose the numbering format you want to use, and then choose **OK**.



- To return to the body of your document, choose **Close Header and Footer**.



Change where and how your page number appears

After you add page numbers, you can change where they appear on the page, and how they look.

- In your header or footer area, select a page number.
- On the **Design** tab, click **Insert Alignment Tab**, and under **Alignment**, make a different selection. Your page number might temporarily disappear.
- On the **Insert** tab, in the **Header & Footer** group, choose **Page Number > Current Position**.
- Select a style in the gallery for the page number.

Note: Scroll through the list of style options in the gallery to find one you like. You can select a plain number style, or a **Page X of Y** style to get a more defined number (**Page 1 of 7**) format. Experiment to find the style that best meets your needs.

You also can change the appearance of a page number.

- Select a page number, and on the **Home** tab, press Ctrl+D to open the **Font** dialog box to change the font family, style, size, and color.