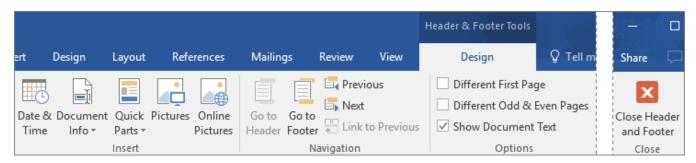
Use Quick Parts to add page numbers to an existing header or footer

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.

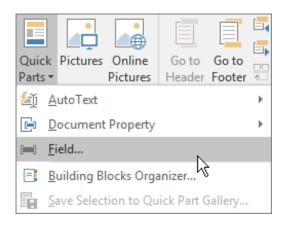
1. Double-click in the header (top of page) area or the footer (bottom of page) area to open the **Design** tab under **Header & Footer Tools**.



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**.

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en Pages xt		Footer from Bottom: Insert Alignment Tab		1.25 cm	÷		Leader		
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3. In the **Insert** group, choose **Quick Parts** > **Field** and the **Field** dialog box opens.



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

Field							
Please choose a field Categories: (All) Eield names: PageRef Print PrintDate Private Quote RD Ref RevNum SaveDate SectionPages Seq Set SkipIf StyleRef Subject Symbol V	Field properties Format: 1, 2, 3, -1, -, -2, -, -3, -, a, b, c, i, it, iii, i, it, iii,						

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

	Header & Footer Tools					
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	Different Odd & E	ven Pages	Footer from Bottom:	0.5" 🗘	Close Header	
Previous	Show Document	Text	🖻 Insert Alignment Tab	and Footer		
	Options		Position	Close 😽		

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.

- 1. In your header or footer area, select a page number.
- 2. On the **Design** tab, click **Insert Alignment Tab**, and under **Alignment**, make a different selection. Your page number might temporarily disappear.
- 3. On the Insert tab, in the Header & Footer group, choose Page Number > Current Position.
- 4. 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.