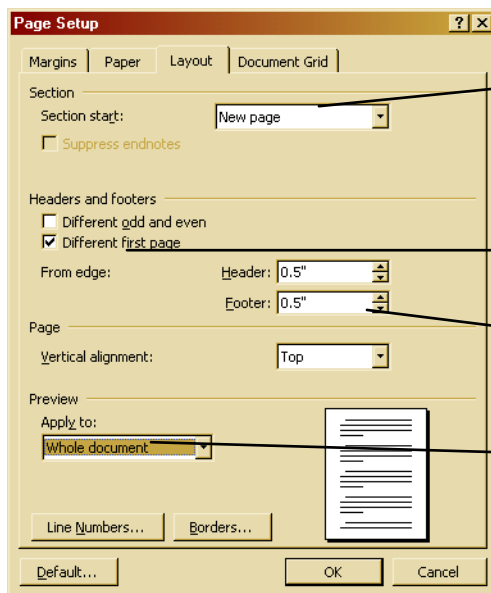


## HOW TO SET PAGE NUMBERS IN MICROSOFT WORD

1. For setting up page numbers in your document you will need to first *section* your document. Each chapter should be a different section and also any other sections that require a different page numbering format. To make this easier, do the following:
  - a. Go to **Format->Reveal Formatting**
  - b. Check the box for 'Show all formatting marks'. Now you will be able to see where everything is.
  - c. Put your cursor and click in on the page BEFORE the page where your section ends and go to **Insert->Break**. Then select **Section break Next Page or Continuous**.
  - d. Repeat this until you have all the desired sections.
2. With your document open click on **View->Header and Footer** on the top toolbar. You will now see header and footer for section 1, 2, 3....etc. Now you will apply the formatting to each section as desired.
3. Click on **Page Setup** (open book icon) in the **Header/Footer Menu**.
4. Click on the **Layout tab** (**Page Layout tab for Office 2007**) and make the following changes:



Set *section start* to new page or new section depending on what you have.

Make sure *different first page* is selected if you want a different first page number format that the rest.

Set header and footer distance from edge depending on requirements.

Set *apply to* Whole Document or Section depending on your document setup.

Set margins, paper, or document grid if needed by clicking on the appropriate tab. Click **OK**.

5. Position cursor and tab to the middle of the *first page footer* (bottom of page) and click on ***Insert Page Number*** (first icon). Move on to the next page, position cursor and tab to the *top right header* and ***Insert Page Number***.
6. To start page numbers at a certain number, click on ***Format Page Number***.
7. Repeat this for all sections.
8. TO PUT THE PAGE NUMBER .75” from top right corner:
  - a. Highlight the page number. In the top ruler part of the page you will see a little triangle. Position this to where you want and the rest of the page numbers should follow.
9. For more information on headers and footers, click on *Microsoft Word Help* and search under header and footer.