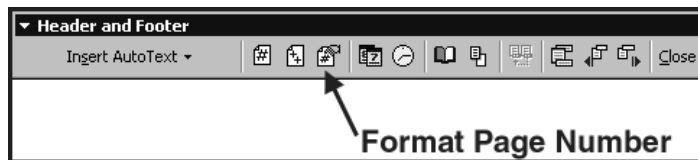


## Word: Formatting a Page Number In Headers and Footers

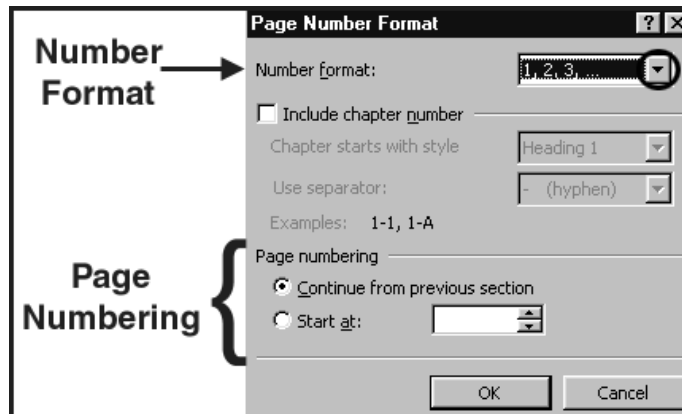
Headers and footers are areas in the top and bottom page margins of the document. Text or graphics can be placed in the headers or footers. Common text placed in headers and footers are document name, subject, author name, page number or date. This document will describe the process of formatting a page number that has been inserted into a header or footer.

**Note:** The text formatting can be changed using Word's standard format options (Font size, type or style). For more information, see the ITS document **Headers and Footers: Formatting Text**.

1. Go to the **View** pull-down menu and select **Header and Footer**. After you have inserted your page number into the header and footer, select the **Format Page Number** button on the **Header and Footer** toolbar.



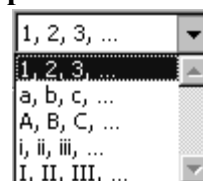
2. The **Page Number Format** dialog box will appear. Select the **Arabic** number format from the **Number Format** pull-down menu. To select the format, click on the **triangle** and the 5 options will appear in a pull-down menu.



There are 5 options available when selecting the number format.

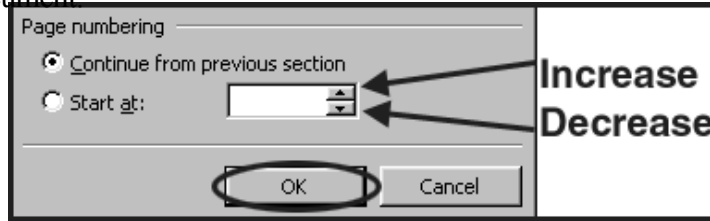
<u>Number Format</u>	
Arabic	1, 2, 3, ...
Alphabetical	a, b, c, ...
Alphabetical (capatilized)	A, B, C, ...
Roman Numerals	i, ii, iii, ...
Roman Numberal (capatilized)	I, II, III, ...

**Number Format  
 pull-down menu**



# Word: Formatting a Page Number in Headers and Footers

3. Select the **Page Numbering** option **Continue from previous section**. The **Page Numbering** options allow you to restart page numbers in headers or make them continuous throughout the document



**Continue from previous section** The page number will continue from the pagination from the previous section. For example, if section one ended on page 7 then section two will begin at page 8.

**Start at** The page number will begin at the number specified. You can type the page number in the field or click the up or down triangles to increase or decrease the page number.

**Note:** If you want several documents numbered continuously, you can accomplish this by setting a different starting number for each document after the first one.

4. When completed, select **OK**. The page number within the header is now formatting with Arabic numbers and continuous numbering.



**Note:** To insert a page number in a **Footer** box, go to the **Footer** box and follow the directions within this document. The procedures for inserting a page number in the Header are the same for inserting a page number in the Footer.

5. Congratulations, you have successfully formatted your page number within the Microsoft Word header and footer box.

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