**Page Numbering**

**Always refer to your class syllabus/professor for any special instructions**

(*Note… if you are starting a brand new document, then start with #3 and then jump to #5 and continue. It is recommended that you have an existing document before page numbering.)

1. Open an existing document in Word.

2. Assuming there is a Title Page and/or Table of Content (if not, add blank pages for Title Page/Table of Content), move your cursor after the last lettering.

3. Click on the ‘page layout’ tab and select ‘breaks’ then select ‘next page’. Your cursor should now be on page two.

4. Hit the delete key until the first line of your text moves up to the top of page two.

5. Click on the “insert” tab and select “header” and then select “edit header”.

6. Click on “link to previous” to un-highlight.

7. Click on “insert” and then on “page number”. Choose “format page numbers” to decide if you are using typical numbering (1,2,3…) or Roman numerals (i, ii, iii…) and where you are starting your page numbering (i.e. start at page 1 or start at page 2).

8. At this point you should still be on the “insert” tab. Click on “page number” and then choose if your page numbers are at the top or bottom of the page and if it is on the left, center, or right of the page.

9. Click on “close header and footer”.

*These steps are for use in Word 2007, 2010, and 2013. If you are using Word 2003, you can follow the instruction on (https://www.youtube.com/watch?v=3NEfekpBbYc).