

Technical Tip: Page Headers and Page Numbers (PC)

- (1) To insert page numbers, navigate to the “Insert” tab. Look across to the “Header & Footer” box. Click the dropdown arrow beside “Page Number.”
- (2) You can choose the placement of the page number. Click where you want the page number to be—top or bottom; left, center, or right.
- (3) Once you click it, the pages will automatically be numbered. You can then add your last name and book title in the same place so the header appears on every page.

If you need to do something different with the first pages. For example, you don't want to put a number on the title page or the table of contents.

- (4) Put your cursor on the first page where you want a page number. From the “Page Number” dropdown menu, click on “Format Page Numbers.” Click on “Start at” and click 1.