

Word, Excel & Microsoft 365 | Easy | 2 min read

Word: how to add page numbers

Page numbers help readers find their way around a longer document. Word can add them for you automatically, and they update themselves if pages are added or removed.

Add page numbers

1. Click the **Insert** tab.
2. Click **Page Number**.
3. Choose **Top of Page** or **Bottom of Page**, then pick a style. A plain number on the right or in the centre is a safe choice.
4. Click **Close Header and Footer** (or double-click in the main body of the page) to return to your writing.

Start on a different number or skip the first page

Many documents have a cover page with no number.

1. Double-click the header or footer area to open it.
2. On the **Header & Footer** tab that appears, tick **Different First Page**.
3. The first page is now blank in the footer, and page 2 shows the number 2.

To make the number start at a different value, click **Page Number**, then **Format Page Numbers**, and set **Start at**. Choosing 0 makes the page after the cover show as 1.

Show 'Page 1 of 10'

Click **Page Number**, choose **Bottom of Page**, then scroll the gallery to find a style that says **Page X of Y**.

Change how the number looks

Double-click the footer, select the number, and change the font or size on the **Home** tab like any other text.

Common problems

- **The numbers vanish after the first section:** your document may have section breaks. Double-click the footer of the missing page and look for **Link to Previous** on the **Header & Footer** tab. Make sure it is highlighted if you want the same numbers throughout.
- **Different numbers on odd and even pages:** untick **Different Odd & Even Pages** on the **Header & Footer** tab if you did not want that.
- **The number looks grey:** this is normal while you are editing the document. It prints in full colour.

On a Mac the steps are very similar, using the **Insert** menu or tab.

When to get more help

If page numbers behave strangely in a long report with many sections, or a template keeps overriding your settings, we can help sort it out.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.