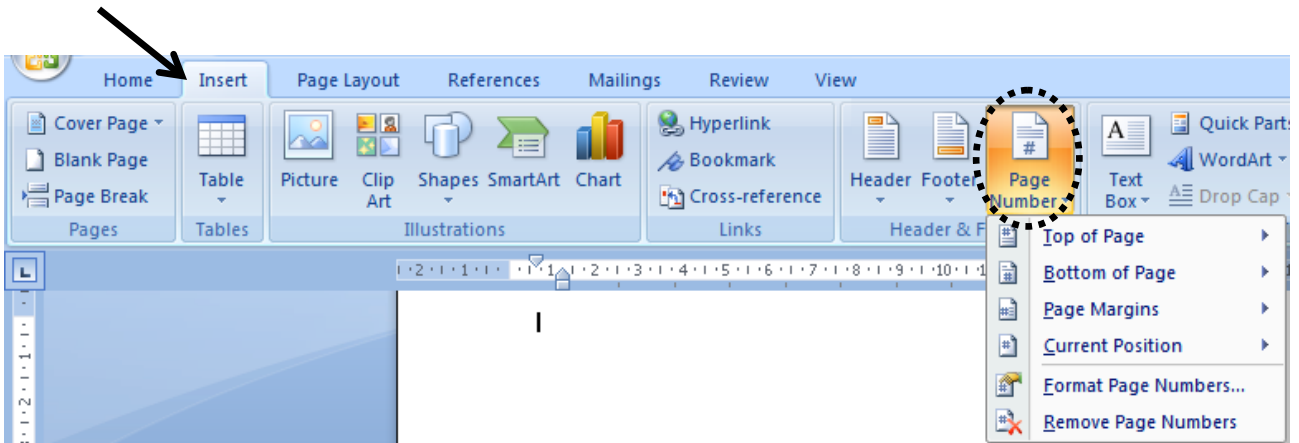


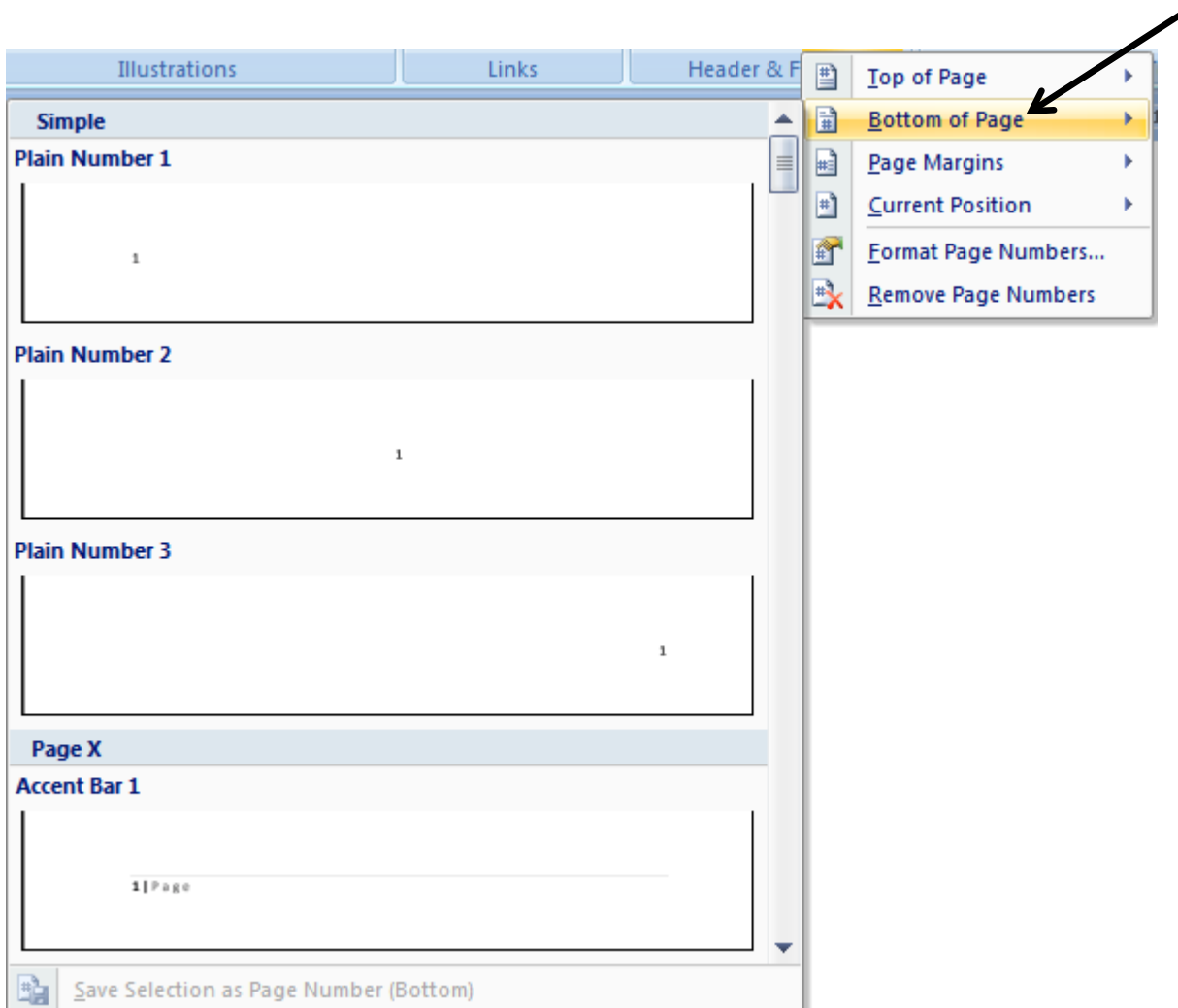
Inserting page numbers

Microsoft Word 2007

1. **Insert > Page Numbers**

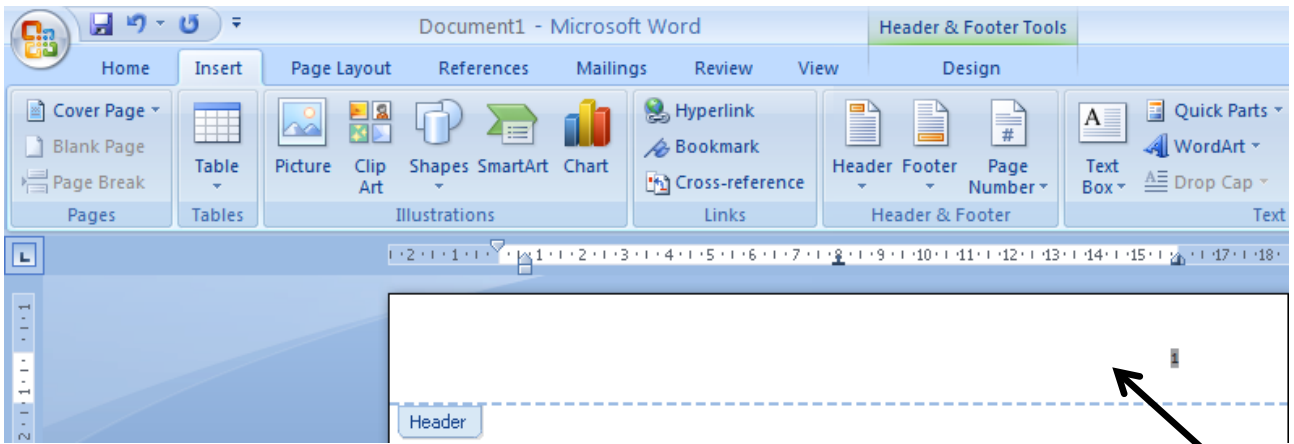


2. Select **Bottom of Page**
3. Select the formatting for the page number

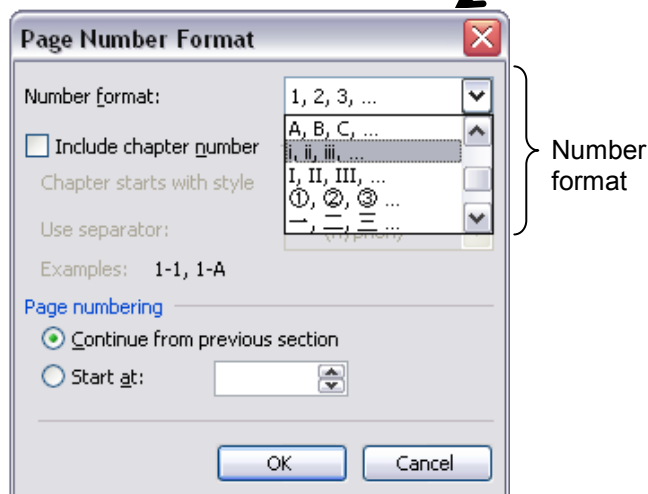
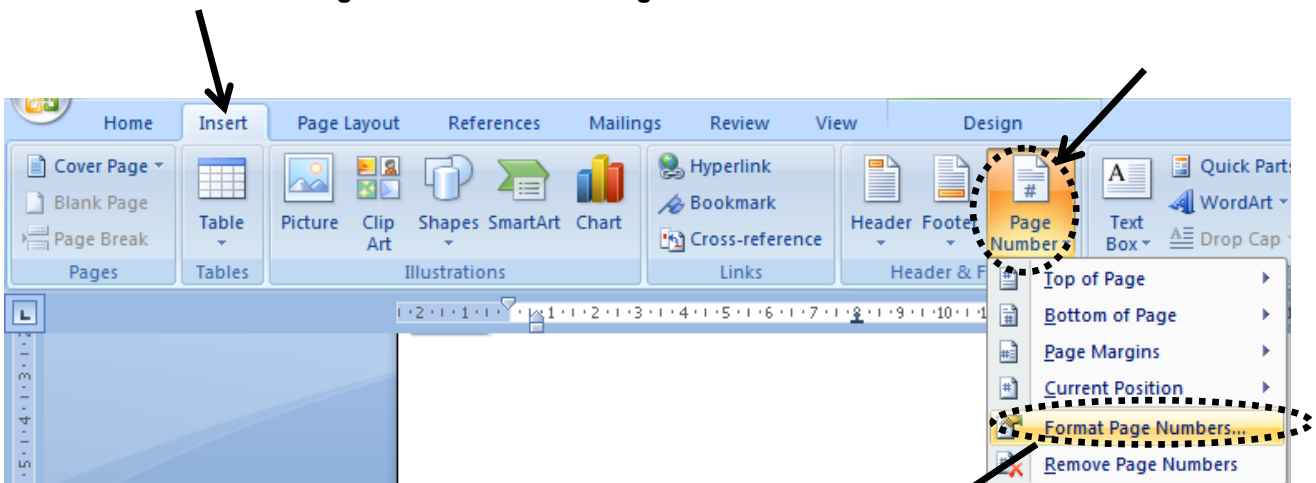


Formatting page numbers

1. **Double click** the **Header** or **Footer** (Header and footer tools will appear in the ribbon)



2. **Highlight** the **Page number** you want to edit
3. Goto **Insert > Page Number > Format Page Numbers**



4. Select the formatting you require for your page numbers.
5. Click **OK** to return to your document