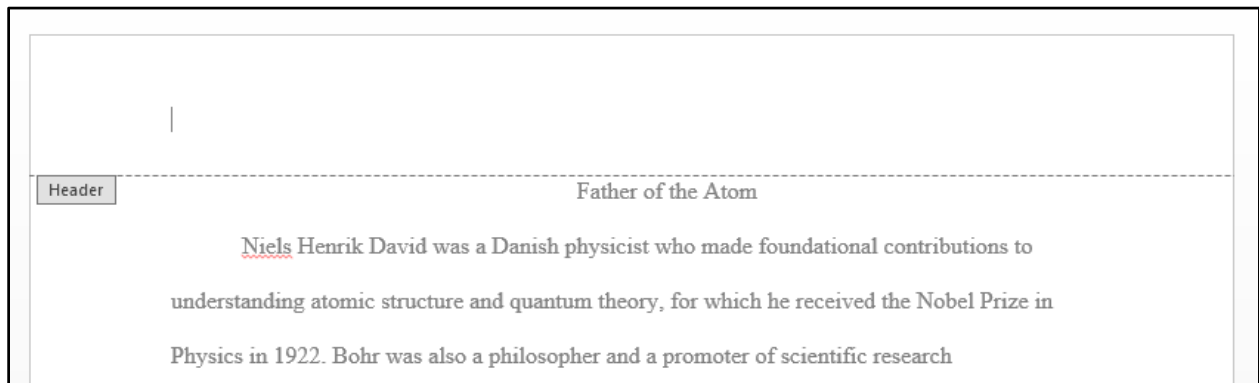


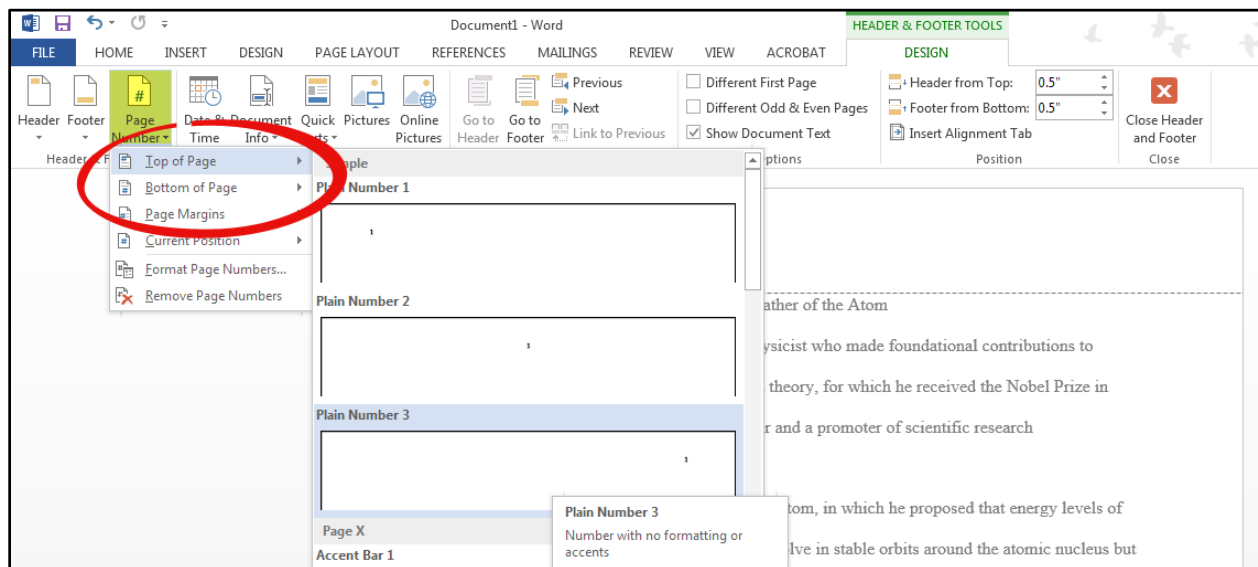
Adding Page Numbers

Basic Page Numbers

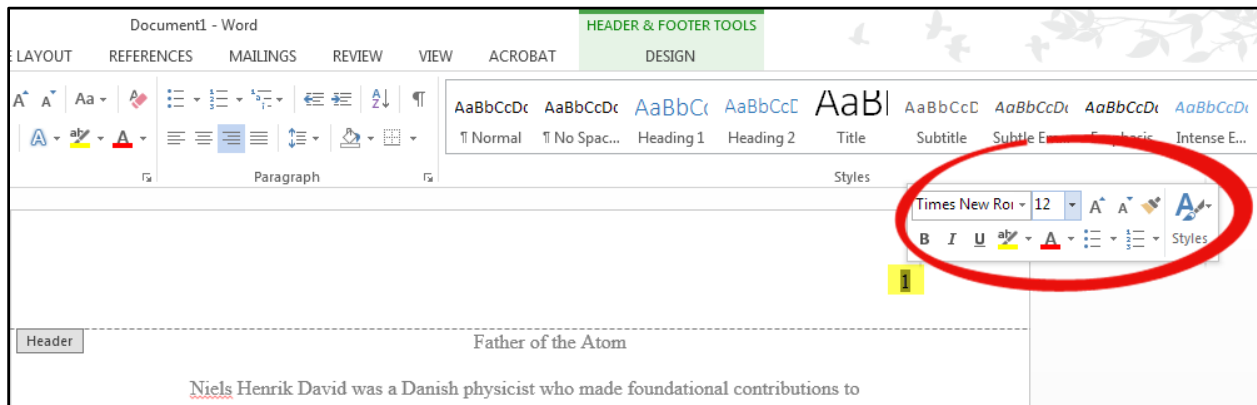
1. Double Click in the header or footer space on your page.



2. Open up the "Page Number" drop down and select the location you want your page numbers to be in.

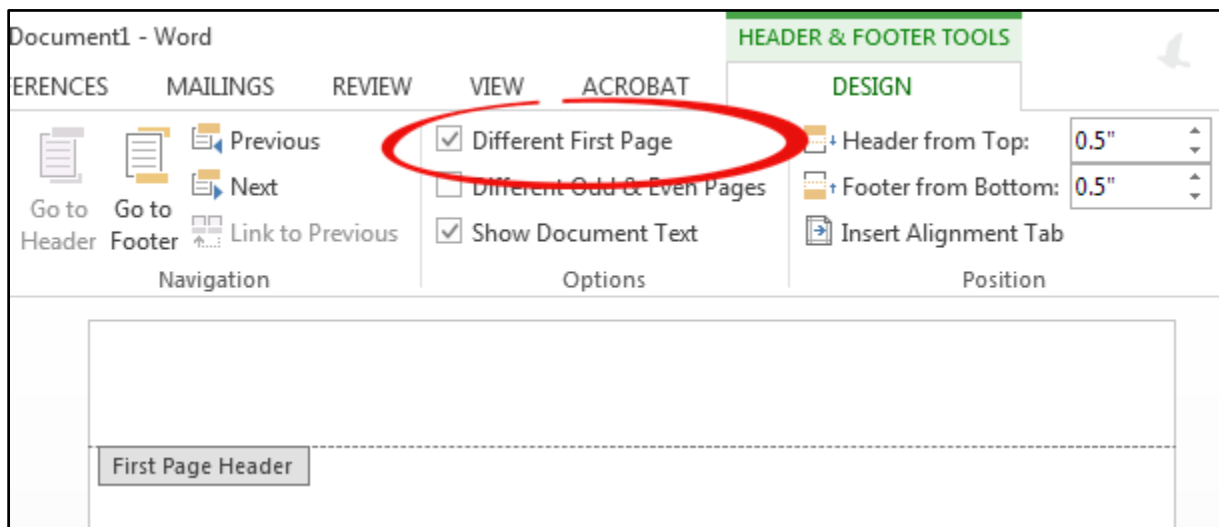


3. Format the page number according your assignment instructions.



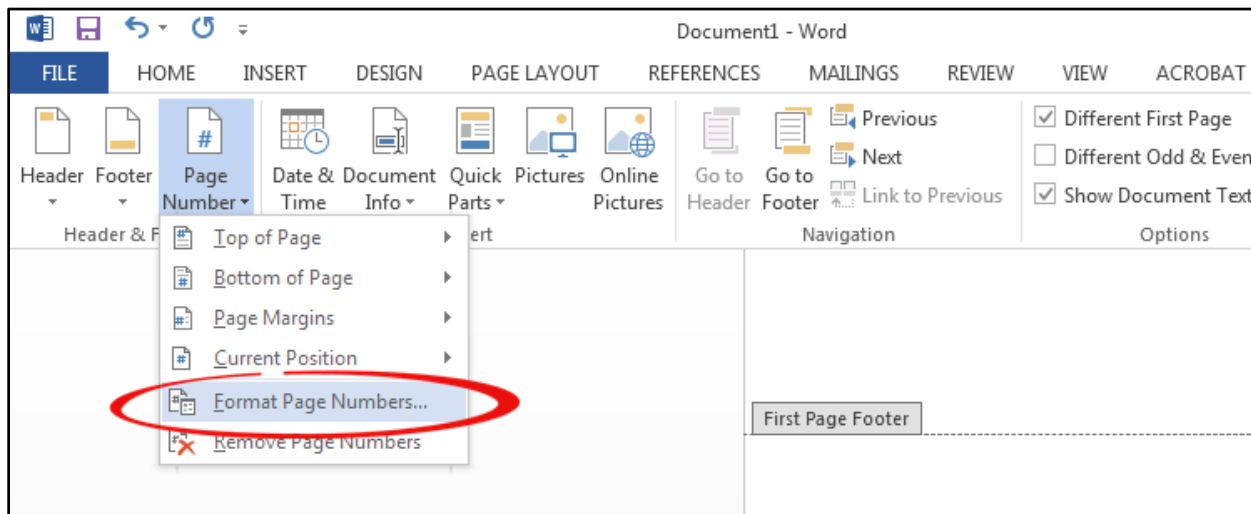
Adding a title page without page numbers.

1. Create your title page.
2. Add page numbers to your document. If you don't know how to add page numbers, see the above section.
3. From the "Header & Footer Tools" tab, check the "Different First Page" option under "Options"



Note: If you do not see the "Header & Footer Tools" tab, double click with your cursor in either the header or footer field on your page to bring it up.

- The page number from your title page should be gone. However, now the first page of your paper will be numbered “2”.
- To fix this, open the “Page Number” drop down on the “Header & Footer Tools” tab. Click on “Format Page Number”



- Under Page number, select the “start at” option and type in “0”. Now your first page number should start with a one.

