# Manual of Form & Style-Compliant
PAGE NUMBERS
made easy in Microsoft Word

Contrary to popular belief, page numbering in compliance with *The Manual of Form and Style* does not have to be an overwhelming task. Become familiar with these simple steps in order to finalize your paper with proper page numbering and margins. Please remember that Microsoft Word is still the best-selling (and most widely used) word processor in the world today.*

1 Set the Margins for the Header & Footer

Click on FILE and then click on Page Setup. In the Page Setup box, click on the Layout tab and then **change the HEADER and FOOTER from .75' to 1' inch.** Click OK.
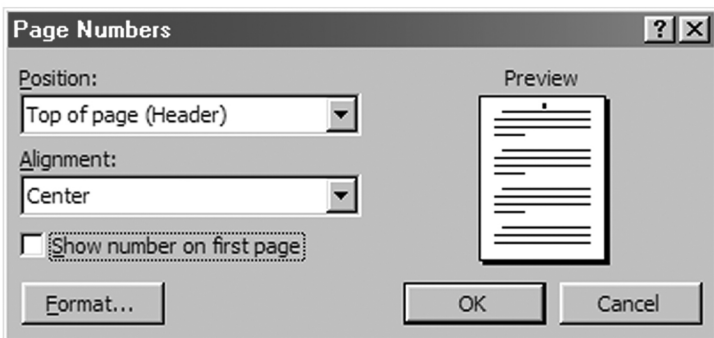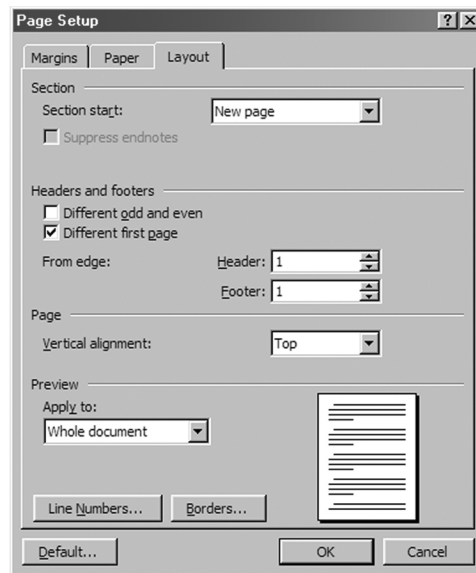
2 Insert the Page Numbers

Click on INSERT and then **click on Page Numbers.** When the Page Numbers box appears, click on the Position tab and change it to "Top of page (Header)" and change the Alignment to "Center". **Make sure that the "Show number on first page" box is <u>not</u> checked.**

3 Adjust the Header & Footer of the 1st and 2nd Pages

Now scroll the document down between the first and second pages so that both pages are showing at once. Double-click on the page number of page 2 and a box labeled "Header" will appear. **In the box, press ENTER once to make a space between the number and the body of text.** Then, in the box appearing on the first page named "First Page Footer", put the cursor on the line and **type a 1.** Now push the center button (or shortcut CTRL+E) to center the number. *Close the "Header and Footer" toolbar and your page numbering will be complete!*