

Page Numbers in Word

The easiest way is to make 3 separate documents: Title Page, Body of Paper, and Bibliography. Since, the Title Page does not use any page numbers, just print it out and add the Blank Page behind it. Use the following instructions to add the page numbers to the Body of the Paper and the Bibliography documents.

1. Begin with your cursor on page 2 of your document.
2. Open the “Page layout” tab.
3. Maximize the “Page Setup” section.
4. Click on the “Layout” Tab.
5. Under “Headers and footers” change “Header” and “Footer” to 1” and click “Different first page” box.
6. Click OK at the bottom to minimize “Page Setup.”
7. Open the “Insert” Tab.
8. Click on “Page Number,” place cursor on “Top of Page” and click on “Plain Number 2” (centered).
9. Place the cursor below the dashed line labeled “First Page Footer” and click.
10. Open the “Home” Tab.
11. In the “Paragraph” section, click on center in the “Paragraph” section.
12. Type the number 1.
13. Open the “Design” tab.
14. Click on “Close header and Footer.”
15. Enjoy.

You will also need to change the page number on the first page of the bibliography to follow the last page of the Body of the Paper. Follow steps 1-8 above and then use these steps to complete the page numbers.

9. In the “Header and Footer” section, click on “Page Numbers” and then click on “Format Page Numbers.” Under “Page Numbering,” click on “start at” and then change the number to the correct (the next page number after the last page in the Body of the Text document. Click ok.
10. Place the cursor below the dashed line labeled “First Page Footer” and click.
11. Open the “Home” Tab.
12. In the “Paragraph” section, click on center in the “Paragraph” section.
13. Type the correct number.
14. Open the “Design” tab.
15. Click on “Close header and Footer.”
16. Enjoy.

Special thanks to Bill “the Trucker” Jeffery and Matthew “Madman” Mitchell for their Word skills. They helped make this demented document possible!