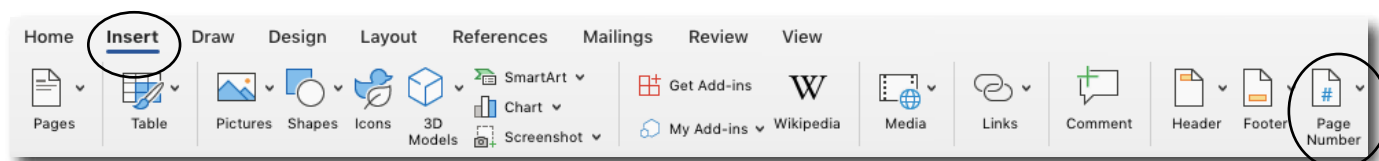


# Microsoft Word

## Page Numbers

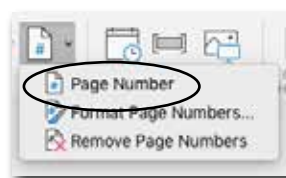
### Step One:

In the main toolbar select Insert and then Page Number.



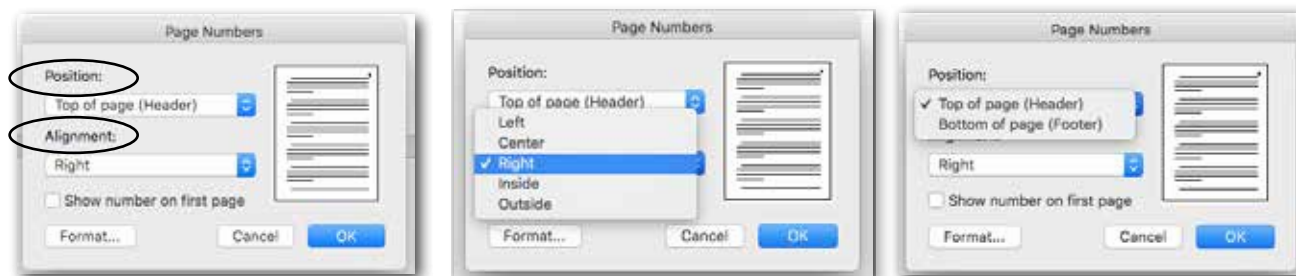
### Step Two:

Select Page Number from the drop down menu.



### Step Three:

In the Page Number menu, you can select the position, alignment and whether you want to include the first page of your document. When Finished, click “OK”.



### Additional Options:

For further options and styles, click the format button. When you have finished formatting your page numbers, click “OK”.

