How to Insert Page Numbers

➢ In this tutorial you will learn how to insert page numbers at the top or bottom of your page.

Step one: Open a new Word document or an existing Word document that does not have page numbers.

Step two: At the top of your document, on the toolbar, select the INSERT tab.

Step three: On the INSERT tab go to the area entitled HEADER & FOOTER. Click on the PAGE NUMBER icon. A drop down menu will appear.
Step four: On the drop down menu you will see several options for inserting a page number, **Top of Page, Bottom of Page, Page Margins, and Current Position**. If you click to the right of each choice you see another drop down menu appear displaying various ways to set up page numbers for a Word document. Select the location you want for your page numbers.
Step Five: You may view each location of page numbers until you find the desired location. However for APA format page numbers are to be located in the top right hand corner of your page. Be sure to reference the Walden Writing Center for how to properly format page numbers in APA.