Formatting Page Numbers for a Word Document

Formatting page numbers can be important when creating a Word document for a specific project or class.

➢ The purpose of this tutorial is to learn how to format page numbers for a Word Document.

Step One: Open a blank Word document.

Step Two: To format your page numbers for your document begin by inserting page numbers at the top or bottom of your document. See How to Insert Page numbers Tutorial for complete instructions on how to

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complete this step. For this document the page numbers are located in the top right hand corner. Leave this section open so you can now format your numbers.

Step Three: Go the HOME tab located on the Ribbon but do not close out of the page number section in your Word document.
Step Four: Go the section that says PARAGRAPH and select a button called MULTILEVEL LIST. See below to find the location of the MULTILEVEL LIST button.

Step Five: Click the MULTILEVEL LIST button and a drop down menu will appear. At the top of the menu you will see the current list and below you will see the list library. Select which list you need to use for your Word document. For this blank document the list called ARTICLE 1 will be used. You will notice the page number has shifted to the upper left hand side of your document.
Step Five: After selecting your list choice you will see the header appear at the top of your page. To format your page numbers now select the INSERT tab at the top of your page.

Step Six: After you have selected INSERT, select PAGE NUMBER and a drop down menu will appear. Select FORMAT PAGE NUMBERS.
Step Seven: A menu will appear in the center of your Word document. To adjust the format begin by selecting the first section called NUMBER FORMAT. Select the drop down menu arrow to show several number format options. Select the option you will be using for your document.

Step Eight: The second section on the menu is INCLUDE CHAPTER NUMBER, only use this section if you have chapter numbers in your project. To use chapter numbers check the box next to the title.
Step Nine: The last section of the menu is **PAGE NUMBERING**. This section will allow you to adjust what page number you wish to start on.

![Page Number Format dialog box](image)

Use the arrows to adjust your page number.

Step Ten: Once you have completed your page number format select okay and the changes will be applied to Word document.

![Page Number Format dialog box](image)