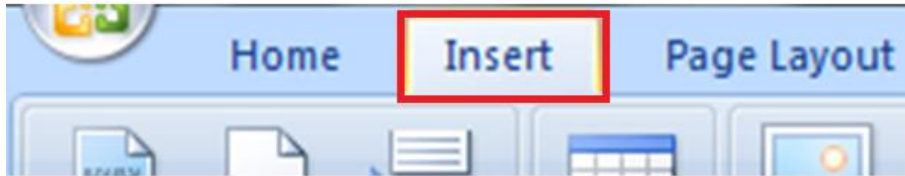
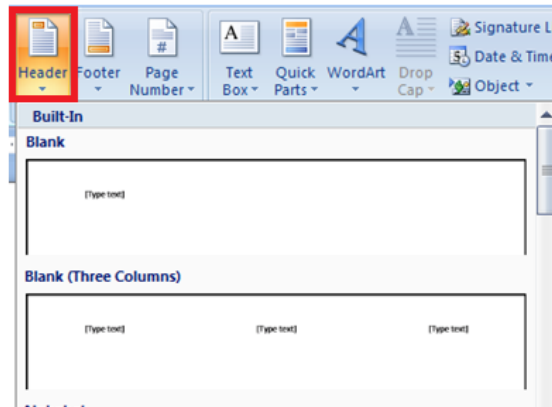


## Inserting page numbers the header of a Word document

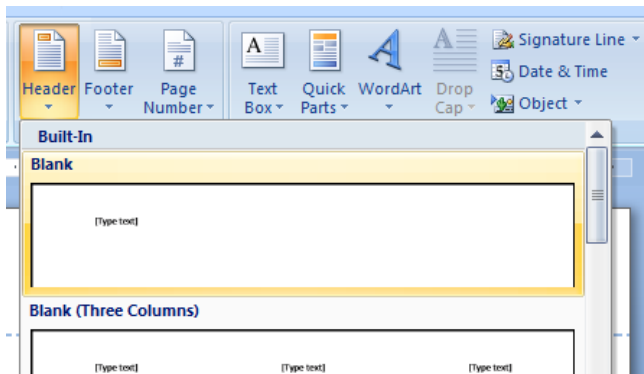
1. left click on the *insert* tab



2. then locate the *header* icon and left click on the icon.



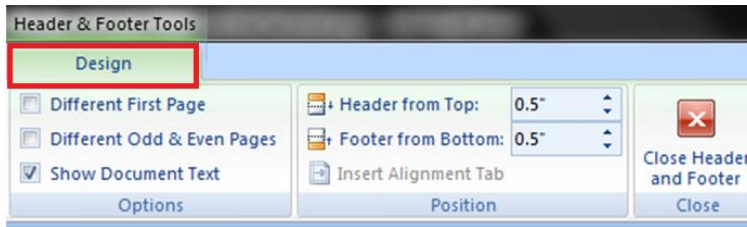
3. In the drop down menu you will see multiple styles of headers to choose from, however for the purpose of this tutorial I will be using the one titled *Blank*.



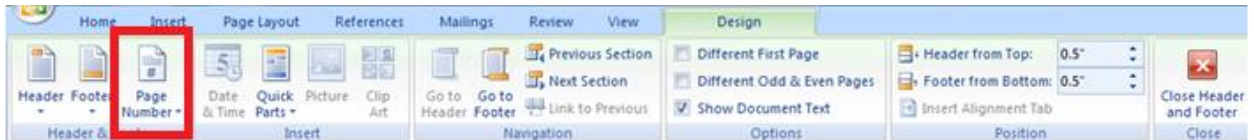
4. Locate the header style titled *Blank* and left click on it.



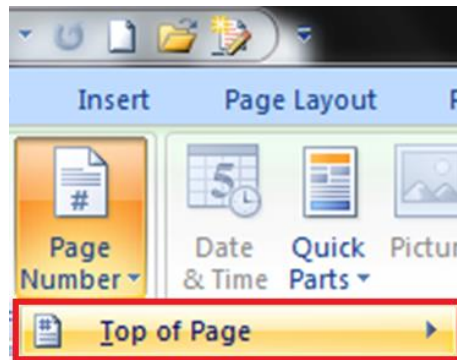
5. Upon left clicking on *Blank* you will notice that the tab will automatically switch to a tab called *Design* that only will appear when you have selected the header.



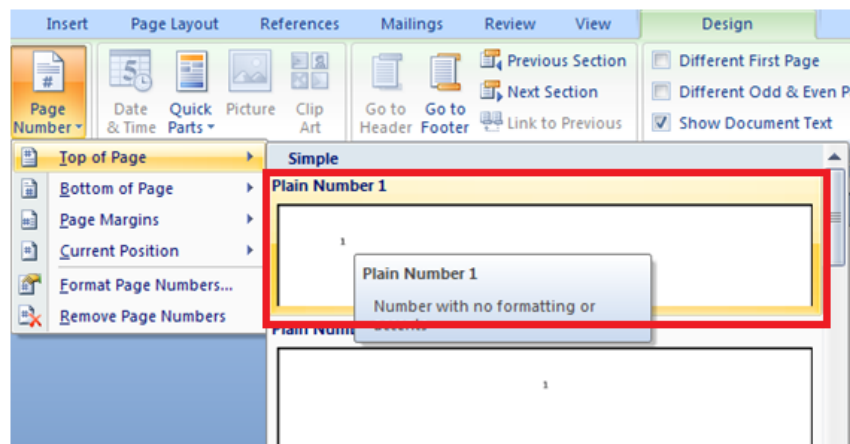
6. Locate the *Page Number* Icon in the *Design* tab and left click on the icon. There will be a drop down menu that will appear.



7. Move your mouse so that the *Top Of Page* tab in the drop down menu is highlighted. There will be a new menu that will appear to the right of the *Top Of Page* tab.



8. In this menu, there will be multiple styles of page numbers that will be listed; however we will be using the style called *Plain Number 1* in this tutorial.



9. Left click on the page number style called *Plain Number 1*.

10. Once the page number has been inserted into the header, in order to return to your document, click on the close header and footer icon.

