# Manipulating Microsoft Word's Page Numbering Feature

The following procedures were performed using Microsoft Word 2016 and 2019 but they should work on any version from 2007.
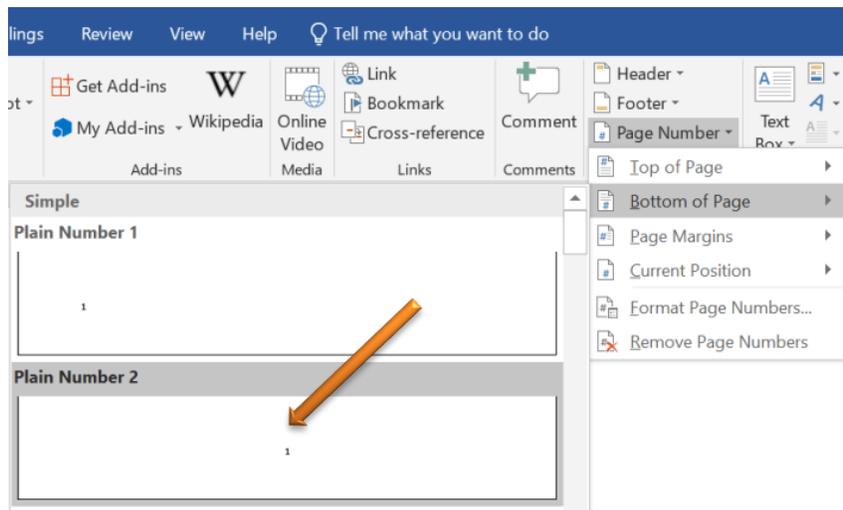
Section A
### Insert Page Numbers in a Microsoft Word Document

1. On the Ribbon (the toolbar at the top of the document which contains tabs, menus and tools) Click on **Insert**

2. In the **Header & Footer** group click on **Page Number**
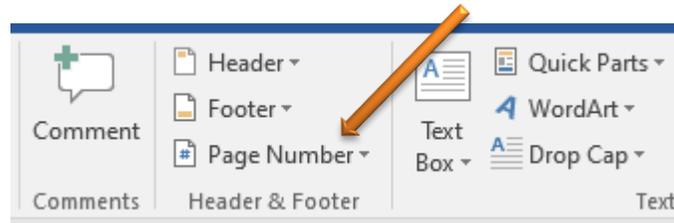
3. Select **Bottom of Page > Plain Number 2 > Close Header and Footer.** You can choose any desired page number position but bottom of the page and centred is a usually a good choice

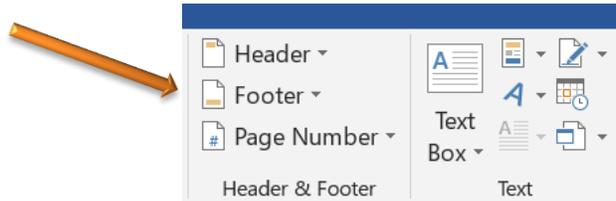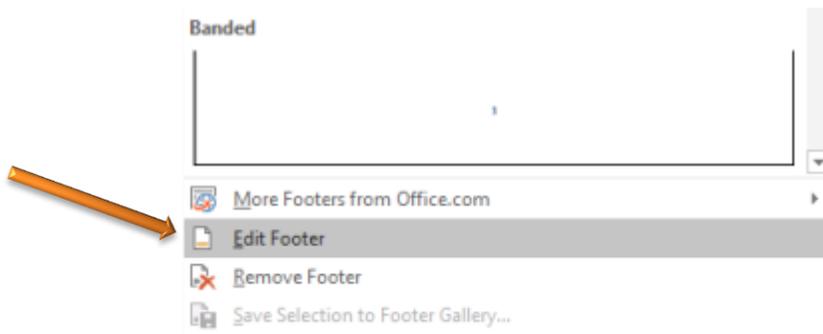4. Click on Close **Header and Footer**
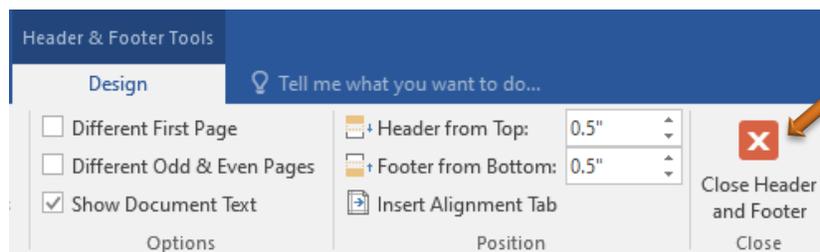
Section B
Remove the Page Number from the First Page Only
At times removing page numbering from only the first page of a document is required – such as in a cover sheet. This can be done as follows:
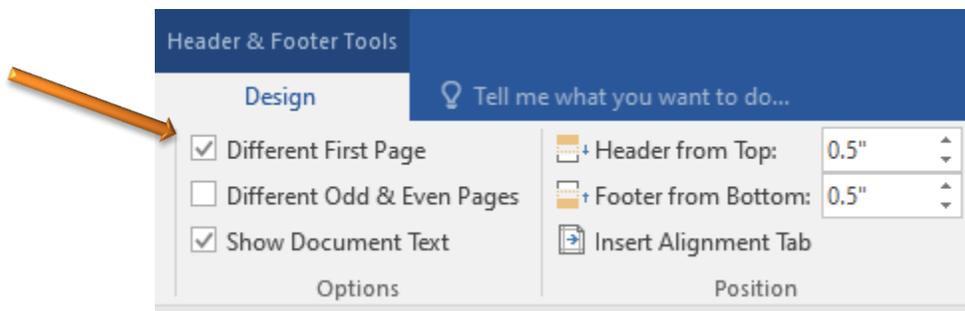
1. After inserting pages in your document as described in Section A, Go to **Insert**
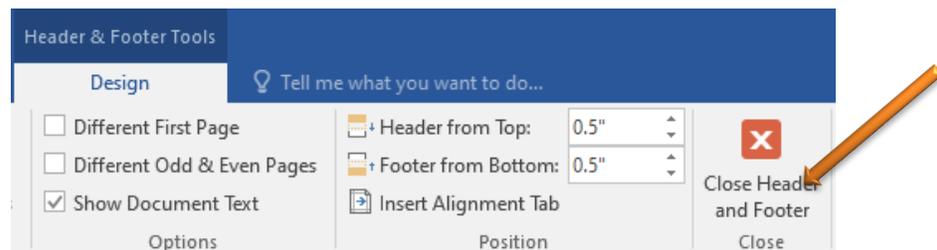2. In the **Header and Footer** group click on **Footer**

3. At the bottom of the drop-down menu which appears, click on **Edit Footer**

4. In the **Options** group under **Design**, click in the **Different First Page** checkbox to place a tick in it

5. Click on **Close Header and Footer**

Section C
## Removing a Page Number from Any Page in The Document While Keeping the Other Numbers

At times it becomes necessary to remove a page number from a page other than the first. Imagine we have a seven-page document and wish to remove the page number from page 5. This will affect the page order in two ways: **Example (a)** – removing the page number from a page and continuing numbering order without that number, (1, 2, 3, 4, "no page number", 6, 7). **Example (b)** – deleting the page number from a page and continuing the page numbering sequence as if no number was removed (1, 2, 3, 4, "no page number", 5, 6, 7). In the first example page 5 is included but its number has been removed. In the second example, page 5 is included along with its page number but an extra page with no number has been between pages 4 and 5.

Example A – Page numbering order 1, 2, 3, 4, no page number, 6, 7)

1. Insert page numbers in your document as described in Section A above. Place the cursor immediately after the last word or punctuation mark on the page before the one whose page number you wish to remove (in this example, place the cursor after the last item on page 4)

2. Go to **Layout** > **Breaks** and under **Section Breaks**, Click on **Next Page**. This will create a new blank page after the one from which the section break was created. This new page will start a new "section" in your document and in our example, it will be page number 5. The page numbers will be as follows: 1, 2, 3, 4, **blank fifth page**, 6, 7, 8 (note an extra page (8) has been added). The cursor should now have moved to the top left corner of the new blank fifth page
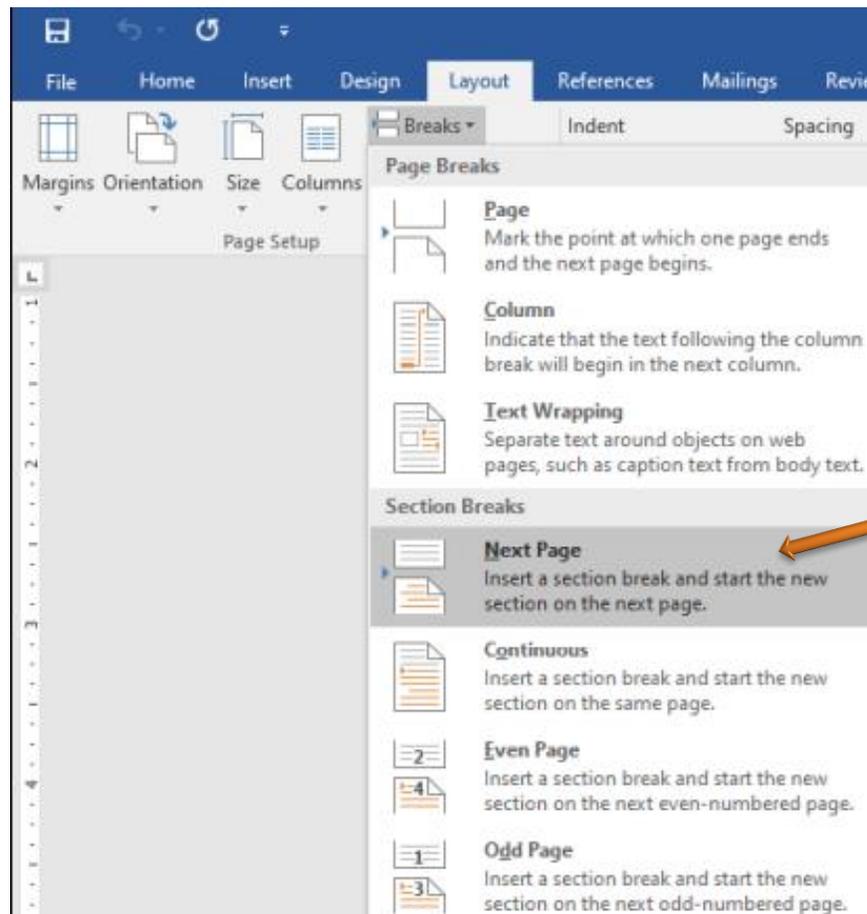
3. Make sure the cursor is still located at the top left corner of the newly created blank page. Press **Delete** on the keyboard until the cont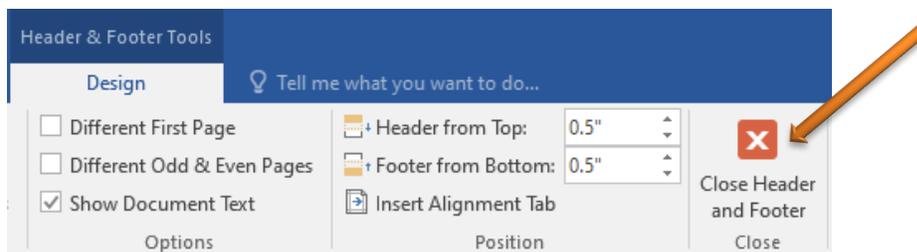ents of the page below (in this example page 6) move up to the blank page (currently page 5) to a location where you want the first word or image to be on that page. Your document should now be back to seven pages and the previously blank page should contain the contents of the page whose number you want to remove

4. Scroll down to the bottom of this page (page 5 in this example) and double-click on the page number. This will change the Ribbon and a broken line with **First Page Footer -Section 2-** to its left (as shown below) will appear across the bottom of the page

First Page Footer -Section 2-   Same as Previous
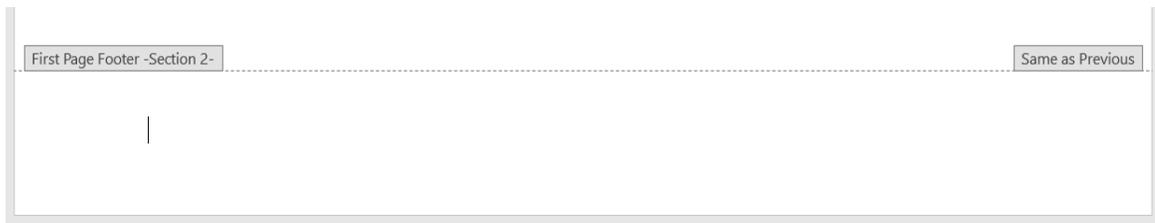
5. Go to the ribbon and click on **Different First Page** in the **Options** group to insert a tick in the checkbox next to it. The page number on this page (page 5 in our example) will be removed since it's the first page of the second section in the document

Header & Footer Tools

Design   Tell me what you want to do…

☑ Different First Page   Header from Top: 0.5"
☐ Different Odd & Even Pages   Footer from Bottom: 0.5"
☑ Show Document Text   Insert Alignment Tab
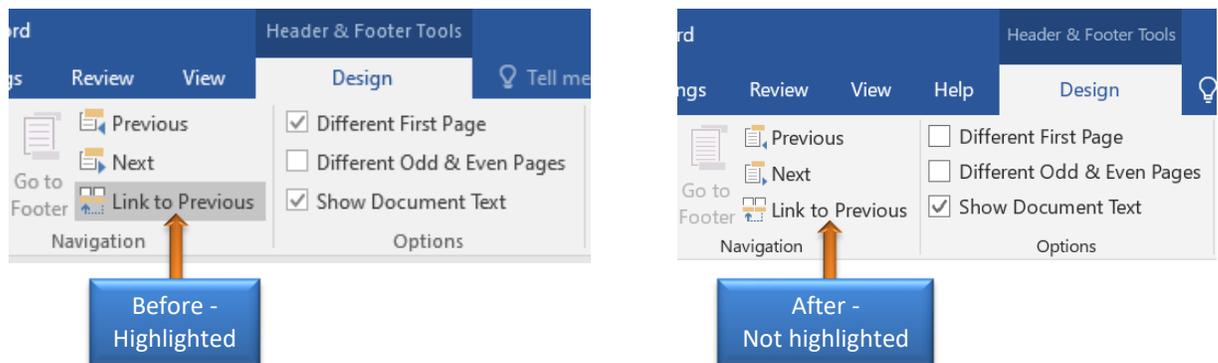
Options   Position
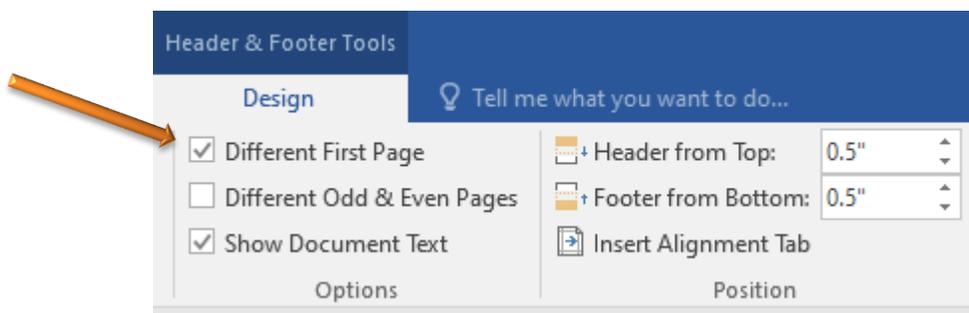
6. Click **Close Header and Footer** to complete the process. The page numbering in the document will now be as follows: 1, 2, 3, 4, **fifth page with no number**, 6, 7 (note no number on page 5)

Header & Footer Tools

Design   Tell me what you want to do…

☐ Different First Page   Header from Top: 0.5"   ✖
☐ Different Odd & Even Pages   Footer from Bottom: 0.5"   Close Header
☑ Show Document Text   Insert Alignment Tab   and Footer

Options   Position   Close

**Example B - Page numbering 1, 2, 3, 4, no page number, 5, 6, 7)**

1. Repeat steps 1-3 in Example A

2. Place the cursor at the end of the contents (text or image) of the page whose number you wish to delete (page 5 in our example) and create another Section Break as before (**Layout > Breaks > Section Breaks > Next Page**). The cursor will move down to the next page (page 6)

3. Return to the page whose number you wish to remove (page 5 in this example which should now have its individual section – section 2) and double-click its page number, and click on **Link to previous** in the **Navigation** group, to turn it off. It would have been highlighted or coloured before clicking (left image below). It should now be plain (right image below)

4. Go to the page below (page 6 in this example) and do the same as number 3 above (that is, double-click on the page number then click on **Link to previous** as above to turn it off. This will completely isolate the page whose page you wish to delete

5. Double-click on the page number you wish to (number 5) to select it and press **Backspace** once or **Delete** twice on the keyboard to delete the number

6. Click **Close Header and Footer**. The page numbering in the document will now be as follows: 1, 2, 3, 4, **fifth page with no number**, 6, 7. However this is not what we want. Our objective is the following order 1, 2, 3, 4, **page with no number,** 5, 6, 7

7. Go to the page below the numberless page and double click on its page number (number 6 in this example) to select it. Click on **Insert > Page > Number > Format Page Numbers…**. This will pop up the **Page Number Format** dialog box
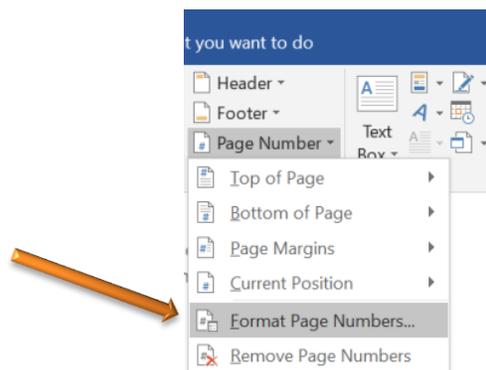
8. In the dialog box, click in the **Start at** radio button and enter a number which is one more than the last numbered page, in the text box next to it or use the up-pointing arrow to enter the number. In this example, number 5 should be entered since page 4 is the last numbered page
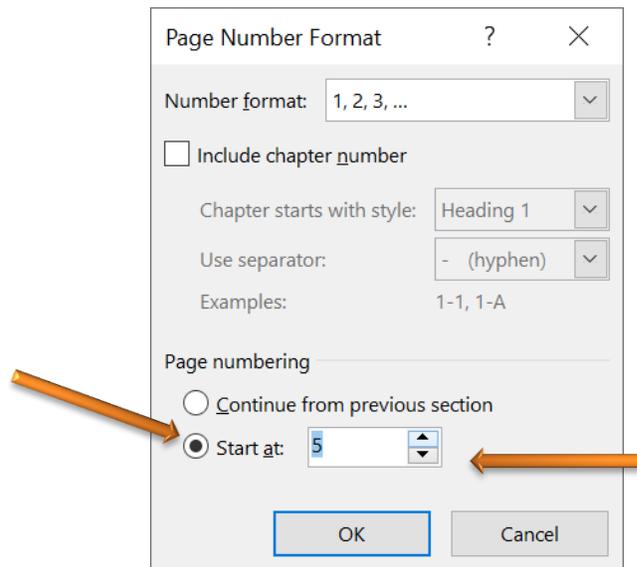
9. Click **OK** to close the dialog box

10. The document will still be in "Header and Footer" view. Press **Esc** on the keyboard and or click on any blank part of the document away from the header and footer to return to normal view. The page numbering should now be: 1, 2, 3, 4, **page with no number**, 5, 6, 7 as desired