

GSD. Word – How to Insert or Remove Page Numbers in Microsoft Word

Article ID: KB0039220

Created: 2024-12-19 13:59:29

Updated: 2025-01-23 16:58:20

Author: {'link':

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General Information:

Possible symptoms/errors:

User wants to know how to Insert or Remove Page Numbers in Microsoft Word.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

In Microsoft Word, it is helpful to add page numbers if the user is working on a multi-section document.

Details:

Ask user to select Insert > Page Number, and then to choose the location and style they want.

Inform user that if they don't want a page number to appear on the first page, they can select Different First Page.

Tell the user they want numbering to start with 1 on the second page, they should go to Page Number > Format Page Numbers, and set Start at to 0.

When they're done, let user select Close Header and Footer or press Esc.

Note: To get back to a header or footer to make changes, it is necessary to double-click in the header or footer area.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

Video showing how to insert or remove page numbers <https://fresenius.sharepoint.com/sites/MS365Learning/SitePages/CustomLearningViewer.aspx?cdn=Default&playlist;=2bb5f49a-da1c-49e8-b7e8-04cf-c6936f25&asset;=f50e232f-5873-47a3-9d29-61bea3949c11>