

## Word Functionality: Page Numbers

### Page Numbers

Page numbers start on the Introduction page of the report and continue to the end of the report (including an appendix or appendices). It is a good idea to place the page number at the bottom of the page and centre the page number. This is the easiest format if you later wish to print the report.

### Inserting Page Numbers

It is recommended that you insert a page number on the page with the Introduction.

Insert page numbers at the bottom of the page: see the Microsoft support page

<https://support.microsoft.com/en-us/office/insert-page-numbers-9f366518-0500-4b45-903d-987d3827c007>

[If the page number does not start from 1 on the page with the Introduction, then check that the page numbering is not linked to any previous sections (such as a title page, abstract or table of contents).]