Add page numbers to a header or footer

If you have a header or footer in your document, and you want to add page numbers without losing any information in that header or footer, use the Page field code. Click Insert > Quick Parts > Field > Field Names > Page.

Note If you don’t have a header or footer and you want to add page numbers, you can use the Page Number Gallery. See Add page numbers. Remember, though, the Gallery will replace your existing header or footer.

Use the Page field code to insert page numbers

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page). This opens the Design tab under Header & Footer Tools.

2. Position your cursor where you’d like to add the page number. To place the page number in the center or on the right side of the page, do the following:
○ To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.

○ To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.

3. On the **Insert** tab, click **Quick Parts** and then click **Field**.

4. In the **Field names** list, click **Page**, and then click **OK**.

5. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
6. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

If you’d like to learn more about field codes, see Field codes in Word.