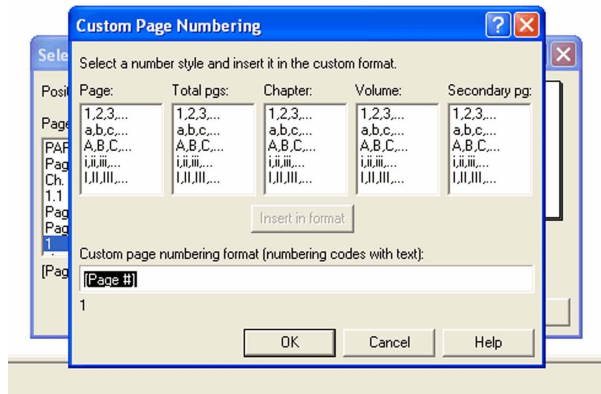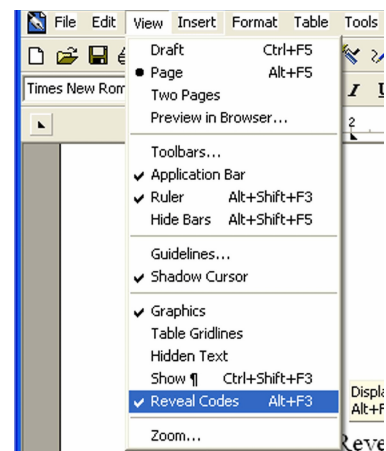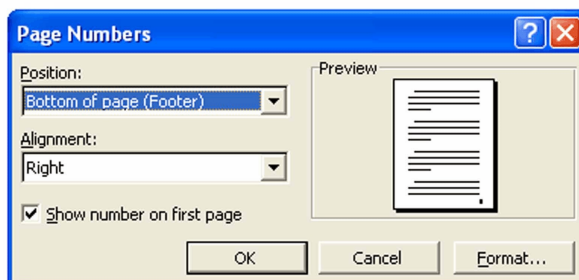## *To insert a page number in WordPerfect*

1. Format
2. Page
3. Numbering
4. Custom format
5. Click in front of the dark (page #)

6. Type in what you want the page # to read (example: Cathie Owens page)and click Ok
   Make sure you put a space or two between what you write and the [Page #] or what you
   type and the page number will be without spaces.

To insert page numbers in Microsoft Word

1. Insert
2. Page Number
3. Select your Position and Alignment by clicking the arrow to drop down the menus
4. Click OK

WordPerfect Reveal Codes

1. View
2. Reveal codes, make sure there is a check mark