To insert a page number in WordPerfect

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

Sele	Custom Page Numbering					
Posil Page PAF Pag Ch. 1.1 Pag Pag 1. [Pag	Select a numl Page: 1,2,3, a,b,c, A,B,C, i,ii,iii, I,II,III,	Total pgs: 1,2,3, a,b,c, A,B,C, LII,JII,	Chapter: 1,2,3, a,b,c, A,B,C, i,ii,iii, I,II,III,	om format. Volume: 1,2,3, a,b,c, A,B,C, i,ii,iii, I,II,III,	Secondary pg: 1,2,3, a,b,c, A,B,C, i,ii,iii, LULUL]
	Insert in format Custom page numbering format (numbering codes with text): [Page #]					
	1	[ОК	Cancel	Help	

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

Page Numbers	? 🔀
Position: Bottom of page (Footer)	Preview
Right ▼ Show number on first page	
ОК	Cancel <u>F</u> ormat

WordPerfect Reveal Codes

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

