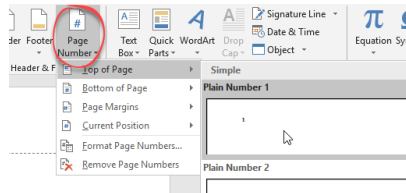




How do I insert page numbers?

1. Click the 'Insert' ribbon.
2. Click the 'Page Numbers' button.



3. Choose where you wish to place your page numbers (top of page/bottom of page etc).
4. Choose one of the options displayed to insert it into your document.

Choosing to insert page numbers at the top or bottom of the page will replace your current header/footer (if you have one).

To keep your current header/footer AND insert page numbers:

1. Position your cursor in your header/footer at the point you wish the page numbers to be inserted.
2. Choose one of the 'Current Position' options in the 'Page Number' drop down menu (step 3 above).



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.