

## INSERTING PAGE NUMBERS

A multi-page publication is easier to read if it contains page numbers. Page numbers help the reader navigate the pages and find specific stories. It is possible to add a text box frame to pages that have page numbers, but inserting or deleting pages would mean corrections to the text box frame. To insert page numbers, use the Page Numbers command in a text box frame on background pages. In the foreground, page numbers will be numbered correctly. When pages are inserted or deleted, the page numbers are automatically updated.

### Insert a Page Number

Page numbers can be inserted on the Master Page or in a text box. By default, each publication that is created has a Master Page. This is the page that contains the guide lines for the publication. Inserting a Page Number in the Master Page, numbers the pages consecutively on every page of the publication.

- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Click **Page Numbers**.
- ❖ The **Insert Page** dialog box will display (see illustration at right).
- ❖ In the **Position** list, select the location for the page number. The options are:
  - Top of page (Header).
  - Bottom of page (Footer).
- ❖ Under **Alignment** select whether the page number is to appear on the **Left**, in the **Center**, or on the **Right**.
- ❖ Remove the check mark for **Show page number on first page**, if the page number is to appear on all the pages except the first page.
- ❖ A pound symbol (#) will be inserted on the page in the **Header Section** to indicate a page number will be inserted there.

