Quick Tips for Inserting Graphics Using FrontPage Express

Getting Started
Some of the most common questions that people ask in the Computer Lab are regarding inserting page numbers in Word documents. Microsoft Word has many features that are helpful for creating very large publications. As a result, the page numbering options are many and can be very confusing. This document will explain how to insert page numbers in a variety of formats.

Inserting Page Numbers – Plain and Simple
The page numbers of a document should be inserted into the header or footer of the document. Headers and Footers exist in every document you create, but if you leave them empty, you may not be aware they are there. To insert a page number into the header or footer, do the following:
- From the Menu Bar, select Insert and Page Numbers
- Choose the position and the alignment. Header will be at the top of the page, Footer will be at the bottom. You can also choose to align the number to the left, right or in the middle.
- You may choose whether you want a number on the first page (many documents do not have a number 1 on the first page.) For further formatting options, click on Format.

Inserting Page Number 1, on page number 5
Let’s say your teacher requires you to include a title page and an executive summary, not to be included in the page numbering. It’s surprising complicated, but if you precisely follow these steps, it should work!

Divide the document into Sections
The first thing you will want to do is to divide your document into sections. The Title page and anything else that you don’t want to be numbered will be considered one section. The numbered part will be considered another section. To do this, you must insert a section break in between the two sections.
- Go to the page right before the one where you would like to start your numbering. Place the cursor at the bottom of that page. (i.e. If you have a Title Page and Executive Summary, place your cursor at the bottom of the Executive Summary.)
- From the Menu Bar, select Insert and Break.
- Select Section Break Type: Next Page. Click OK.

Insert the Page Numbers into the appropriate section
- Now move your cursor anywhere into the section wherein you want page numbers.
- From the Menu Bar, select View and Header and Footer.
- If you want to position the page numbers at the bottom of the page, click Switch Between Header and Footer on the toolbar.
- On the toolbar, click Same as Previous.
- From the Menu Bar, select Insert and Page Numbers.
- Click the Format button.
- In the Start At: box, enter 1.

If you have further questions regarding page numbering, check out Microsoft’s Help Section (F1.)

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If you have further questions, please call the IT support phone at 832-2023 or find help at our web site at http://support.wcslc.edu

See These Other Quick Tips:
- Using Microsoft PowerPoint
- Understanding your Computer