

Technical Note No. 121

Basic X of Y Pagination in Microsoft Word

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Summary: This technical note describes basic X of Y pagination in Microsoft Word 97-2003 and 2007.

Word 97-2003

X of Y pagination in a header or footer is available on the Header and Footer toolbar:

1. Select View > Header and Footer
2. Click Insert Page Number
3. Type " of "
4. Click Insert Number of Pages
5. Format as desired
6. If you want your header to begin on the second page, click Page Setup, and check Different first page on the Layout tab
7. Click Close Header and Footer

Word 2007

X of Y pagination in a header or footer is available on the Insert tab:

1. Select Insert > Header & Footer > Page Number > Top of Page
2. Scroll to the Page X of Y templates and click the desired style
3. Delete any undesired template text, taking care not to delete the Page and NumPages fields.
4. Type " of " between the two numbers, if necessary
5. Reformat the numbers to Regular font (while the text in Page X of Y styles is in Regular font, the default font for the number fields themselves is Bold—send complaints directly to Microsoft)
6. If you want your header to begin on the second page, check Different First Page in the Options group
7. Click Close Header and Footer

Power User Technique (all versions)

1. Place the cursor in the desired section of the document, i.e., header, footer, even body text
2. Press Ctrl + F9 to insert the field code curly braces, and then type "Page," i.e., {Page}
3. Type " of "
4. Press Ctrl + F9 to insert the field code curly braces, and then type "NumPages," i.e., {NumPages}

Notes:

- Field code curly braces cannot be typed from the keyboard; they can only be inserted with Ctrl + F9.
- Toggle field codes on and off with Alt + F9.
- Documents with title pages can be correctly paginated either by using section breaks—the most common method—or more easily with header arithmetic, e.g., $\{=\{Page\}-1\}$ of $\{=\{NumPages\}-1\}$
- Last-page-only footers can be inserted with a conditional footer, e.g., $\{ If \{Page\} = \{NumPages\} \text{ "End of report" } \}$

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