Simple page numbering

The simplest case is to have the page number at the top or bottom of every page and nothing more (Figure 99). To do this, put the cursor on the header or footer and choose **Insert > Page Number** or **Insert > Field > Page Number** on the Menu bar.
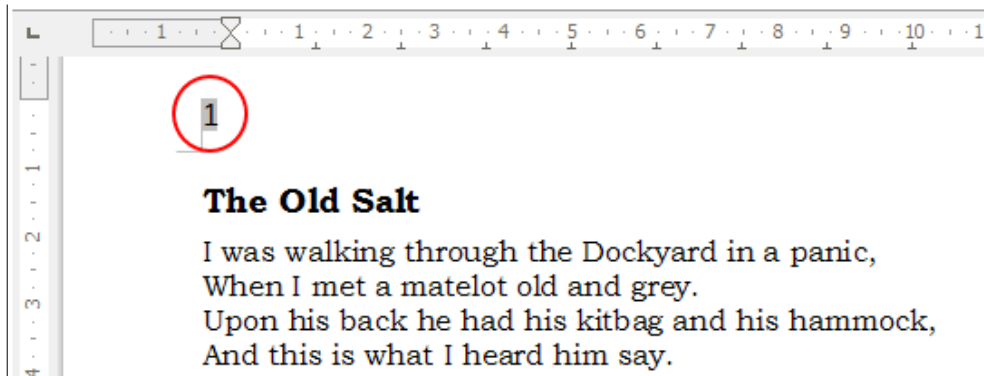

Figure 99: Page number inserted in the header

You can align the page number to the left, right, or center. Click in the footer paragraph and then use one of these methods:

- Click on one of the alignment icons on the Formatting toolbar.
- Open the Properties deck in the Sidebar. In the *Paragraph* section, click on one of the alignment icons (Figure 100).
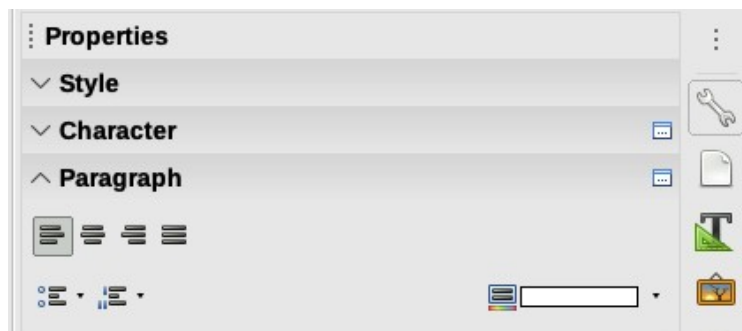

Figure 100: Alignment icons in Properties deck of Sidebar

- Right-click and choose **Paragraph > Paragraph** in the context menu. On the Paragraph dialog, go to the *Alignment* tab and choose an alignment option, then click **OK**.
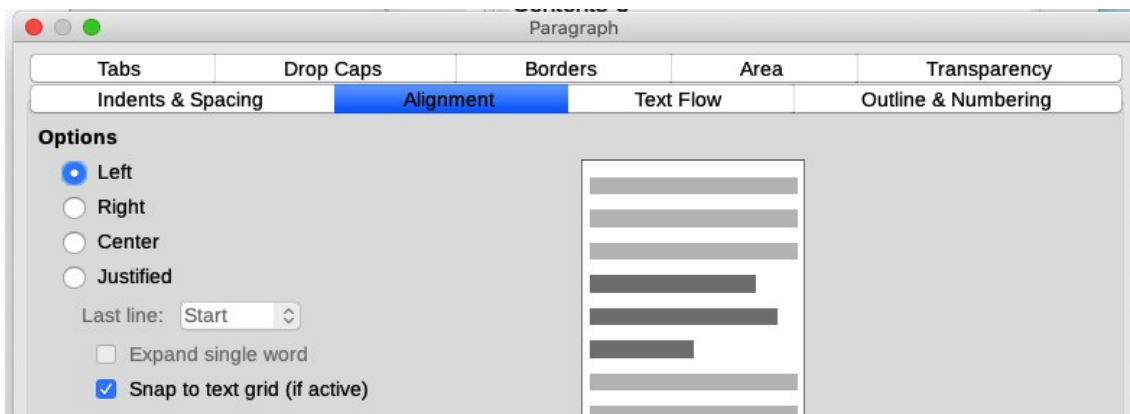

Figure 101: Alignment tab of Paragraph dialog