How to add page numbers

As in many word processing programs, you can automatically update page numbers in Adobe InDesign CS6. You do so by adding a page-number marker to a text frame on your pages and specifying where the page number should appear.

- Because page numbers update automatically, the page number is always correct—even as you add, remove, or rearrange pages in the document.
- Because you add page numbers to a text frame, you can apply styling and formatting to it as you would any other text.
- If the automatic page number is on a master page, it displays the master page prefix, such as “A.” On a document page, it displays the page number.

Adding page numbers

Before you add page numbers, you need to decide where to put them. In the following steps, you’ll create a facing page spread and add page numbers to the upper-left and upper-right corners of the spread. A *facing page spread* consists of two pages with mirrored margins—think of a typical book or magazine layout where two sequential pages, such as pages 2 and 3, face each other.

To add page numbers:

1. Start InDesign and choose File > New to display the New Document dialog box (**Figure 1**).
2. Select the Facing Pages option.

   When you select the Facing Pages option, you instruct InDesign to add pages in two-page spreads.
3. In the Number of Pages box, enter **3**.

   You can enter a higher number, but make it at least 3. You want at least 3 pages because InDesign places the first page by itself, the way the first page of a magazine or book usually appears on the right side by itself. When you select 3 pages, you ensure you’ll get at least one facing page spread.
4. Click OK to close the New Document dialog box and create the document.

   The document opens on the first page.
5. To get to the two-page spread, either press the Page Down key or use the scroll bar to scroll down to pages 2 and 3, which should appear in a facing page spread (**Figure 2**).

   You’re going to add page numbers in the upper-right and upper-left corners.

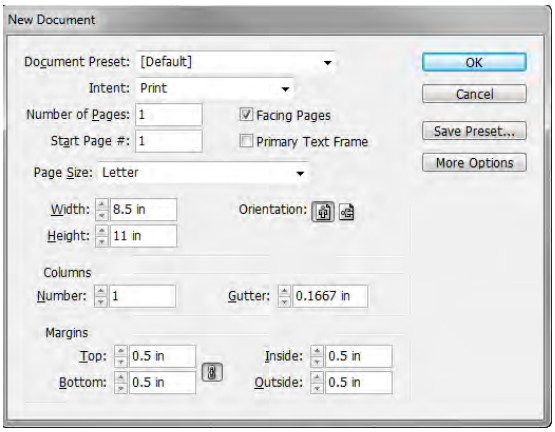

Figure 1 New Document dialog box

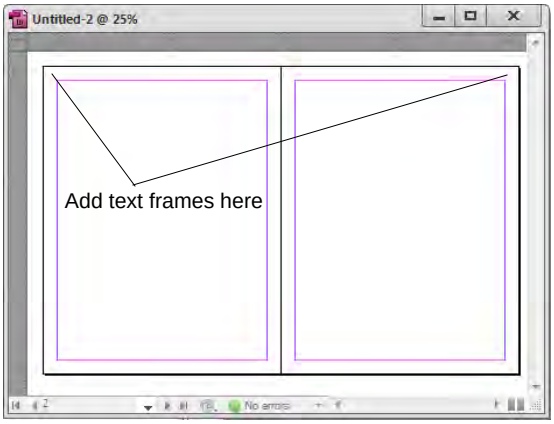

Figure 2 Two-page spread

6. Select the Type tool in the Tools panel (**Figure 3**).
7. Position the pointer in the upper-left corner of the spread. Drag the Type tool on the page to create a text frame (**Figure 4**).

   Width and height coordinates appear to help properly size the text frame.

   The text frame should be large enough to hold the longest page number in your document. For example, if your document has 50 pages, the text frame needs to be large enough to hold two characters.
8. Click in the text frame and choose Type > Insert Special Character > Markers > Current Page Number.

   A *2* appears in the text frame (**Figure 5**).

   By default, the number will appear in whatever font size you last applied in the Control panel.
9. Select the page number with the Type tool and apply formatting to it, such as a font and font size, by using the Control panel (**Figure 6**).
10. Repeat steps 6–8, but position the text frame in the upper-right corner of the spread.

    A *3* appears in the text frame.
11. After you add the page number, click the Right Align button in the Control panel (**Figure 6**).

    You're right-aligning the page number so it appears in the right corner (**Figure 7**).

    Continue adding page numbers to the other pages in your document.

    When you are finished, close the document.

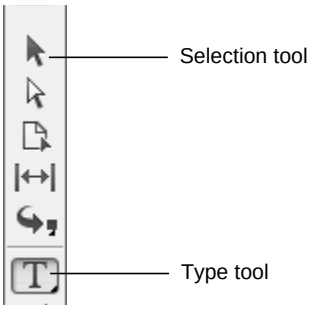

Figure 3 Tools panel

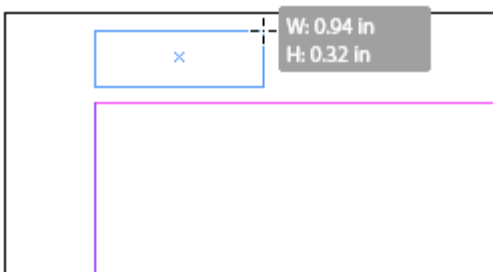

Figure 4 Text frame in upper-left corner of spread

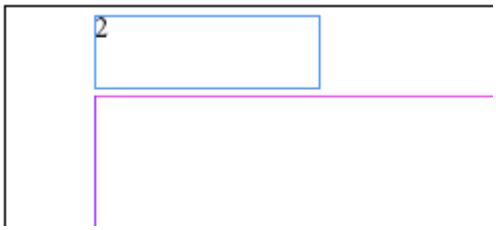

Figure 5 Page number inserted

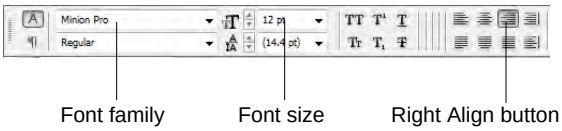

Figure 6 Control panel

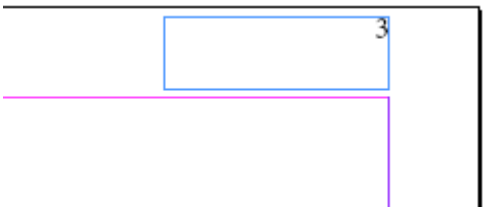

Figure 7 Page number right-aligned

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Adding page numbers to master pages

In the previous section, you added page numbers to the individual pages of a document. You can make the page-number process easier by using master pages. *Master pages*—which you'll learn more about in the "How to use master pages" guide—determine the appearance of pages in a document. When you add elements to a master page, these elements appear on every page in the document. By adding page numbers to a master page, you ensure that page numbers will appear on every document.

To add page numbers to master pages:

1. Start InDesign and open a new document.
2. Choose Window > Pages to display the Pages panel (**Figure 8**).

   Master pages appear in the upper pane of the panel.

   The page in the lower pane has an *A* in the upper-left corner (unless you've previously changed the master page).

   Two joined pages appear next to A-Master, indicating that the master is a two-page spread. A *spread* is a two-page layout. You're going to add page numbers in each corner of the spread.
3. Double-click the A-Master to display it.

   The two-page spread appears (**Figure 9**). You're going to add page numbers in the upper-left and upper-right corners.

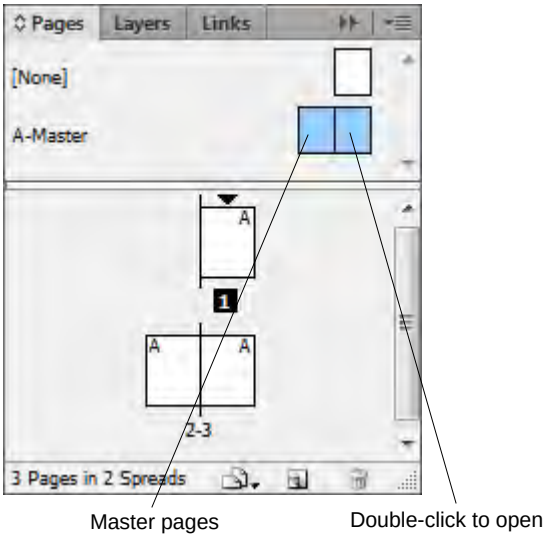

Figure 8 Pages panel

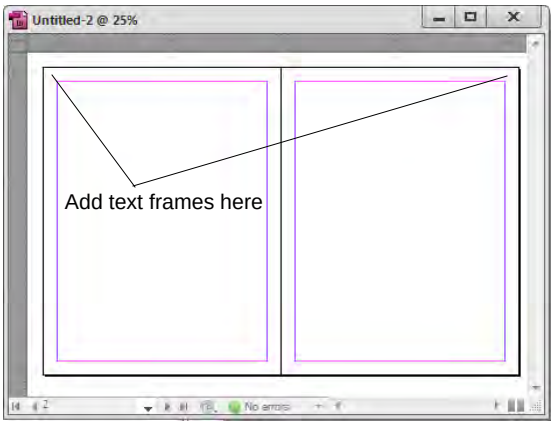

Figure 9 Two-page spread

4. Select the Type tool in the Tools panel (**Figure 10**).
5. Position the pointer in the upper-left corner of the spread and drag the Type tool on the page to create a text frame (**Figure 11**).

   Width and height coordinates appear to help properly size the text frame.

   The text frame should be large enough to hold the longest page number in your document. For example, if your document has 50 pages, the text frame needs to be large enough to hold two characters.
6. Click in the text frame and choose Type > Insert Special Character > Markers > Current Page Number.

   An *A* appears in the text frame because you added the page number to a master page (**Figure 12**).

   By default, the *A* will appear in whatever font size you last applied in the Control panel.
7. Select the *A* with the Type tool and apply formatting to it, such as a font and font size, using the Control panel .
8. Repeat steps 4–6, but position the text frame in the upper-right corner of the spread.
9. After you add the page number, click the Right Align button in the Control panel.

   You're right-aligning the page number so it appears in the right corner (**Figure 13**).

   Now that you've added page numbers to the master, you're going to see how they appear on the actual pages.
10. If it is not still visible, choose Window > Pages to display the Pages panel.
11. Click a page in the lower panel to open it.

    The page opens.

    A page number appears in place of the *A* on the document's pages (**Figure 14**).

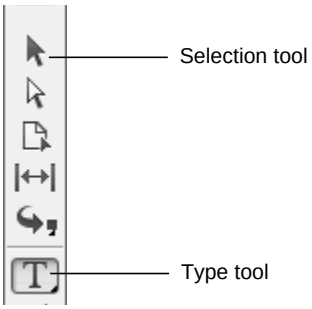

Figure 10 Tools panel

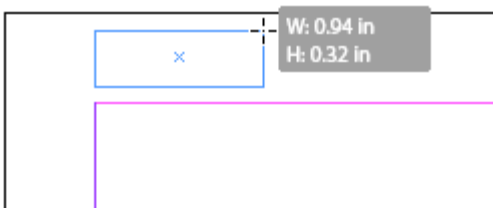

Figure 11 Text frame in upper-left corner of spread

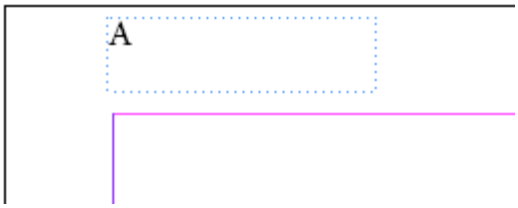

Figure 12 Page number inserted

Figure 13 Page number right-aligned

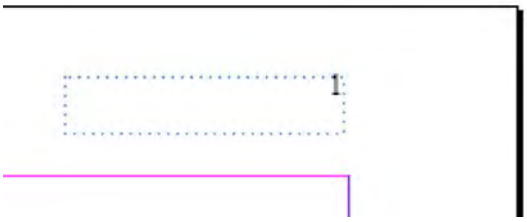

Figure 14 Page number as it appears on page

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