# Inserting Page Numbers

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | To add page numbers, you need to insert a special field. You can open the Field Explorer dialog box by using the Insert menu or the toolbar button. In this example, you will use the toolbar button.  
       Click the **Field Explorer** button. |
| 2.   | The Field Explorer dialog box contains a list of the fields available to add to the report.  
       Open the Special Fields folder.  
       Click the **expand** button. |
| 3.   | There are three ways you can add a field to a report: double-click it and place it in the report, click and drag it to the report, or click the field and click the Insert to Report button. In this example, you will double-click the field.  
       Double-click the **Page Number** list item. |
| 4.   | Click the **Page Footer** section of the report to place the Page Number field in the footer of each page.  
       Click the **Page Footer** cell. |
| 5.   | Click the **Close** button. |
| 6.   | Next, view the results.  
       Click the **Refresh** button. |
| 7.   | You need to scroll down the page to view the page footer section of the report.  
       Click the **vertical** scrollbar. |
| 8.   | Notice the page number at the bottom right part of the report. The page numbers are updated each time the report is run. |
| 9.   | You have successfully inserted a page number in the Crystal report.  
       **End of Procedure.** |