insert the total number of pages in your document, follow these steps:

1. Position the insertion point where you want the total number of pages to appear.
2. Make sure the Insert tab of the ribbon is selected.
3. In the Text group, click Quick Parts. You'll see a drop-down menu.
4. Choose Field. Word displays the Field dialog box.
5. In the Categories drop-down list, choose Document Information. (See Figure 1.)



**Figure 1.** The Field dialog box.

1. In the Field Names list choose NumPages.
2. Click on OK to close the dialog box and insert your field.