Formatting your header and footer

Open your Microsoft Word document.

1. a. Select **Insert**
   b. Select **Footer**

2. Scroll down and select ![Edit Footer](image) to open the **Header & Footer Tools**

3. Select **Insert Alignment Tab**

4. a. Select **Left**
   b. Select **OK**

5. Add your student number e.g. 12345678

Formatting: September 2019
6. Select **Insert Alignment Tab** again in the top ribbon.

7. a. Select **Right**  
   b. **OK**

8. a. Select **Page number**  
   b. Select **Current position**  
   c. Select **Plain number** or other option.

9. Your footer should display correctly now.

Additional notes (Use these options while still in the **Header & Footer Tools**)

i. If you want no number on the first page

   If the first page of your document is a title page and / or you do not want a number on it, tick the **different first page** option.

ii. If you want numbering to start from page 2 onwards

   Under **Page Number** select **Format Page Numbers**.

   Under **Page Numbering** select **Start at 0**.  
   (This means the title page is counted as 0 and numbering will start on the second page with number 1.)

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus  
- Live chat with a Librarian during open hours via **Asklive**  
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library  
- Email: library@ara.ac.nz