Formatting your header and footer

Open your Microsoft Word document.

1. a. Select Insert
   b. Select Footer

2. Scroll down and select Edit Footer 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
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, City Campus, Christchurch
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email: library@ara.ac.nz