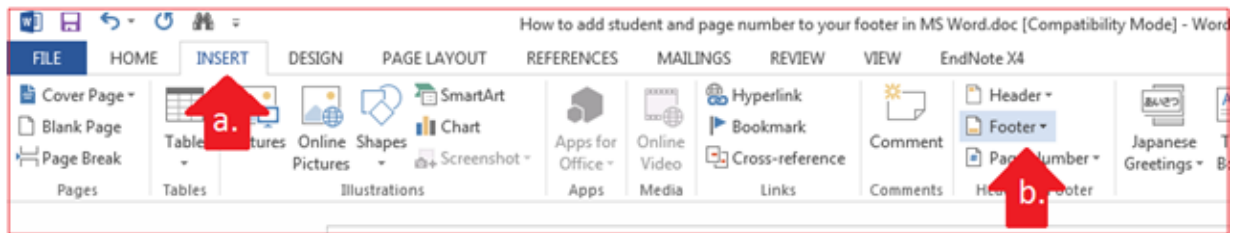
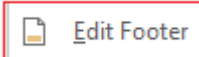


## Formatting your header and footer

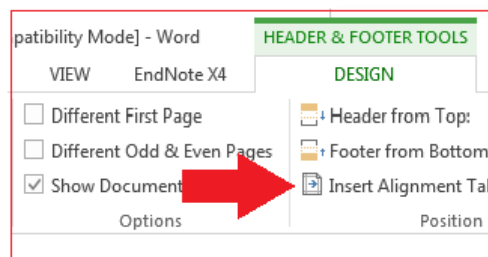
Open your **Microsoft Word** document.

- a. Select **Insert**  
b. Select **Footer**

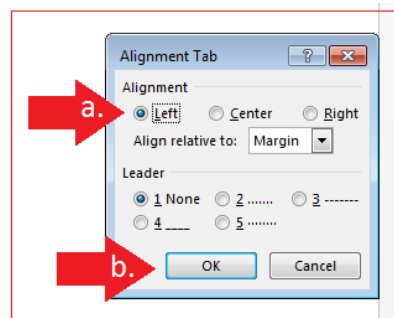


2. Scroll down and select  **Edit Footer** to open the **Header & Footer Tools**

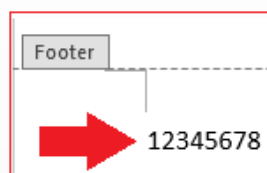
3. Select **Insert Alignment Tab**



- a. Select **Left**  
b. Select **OK**

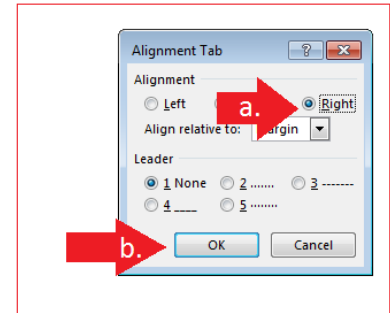


5. Add your student number e.g.

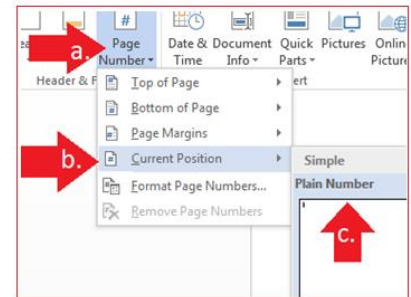


6. Select **Insert Alignment Tab** again in the top ribbon.

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



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



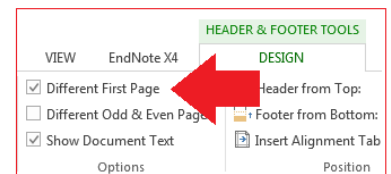
9. Your footer should display correctly now.



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

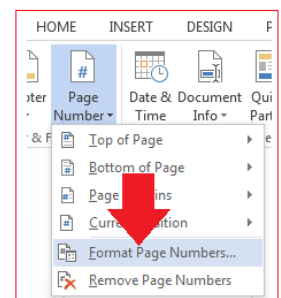
**i. If you want no number on the first page**

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.



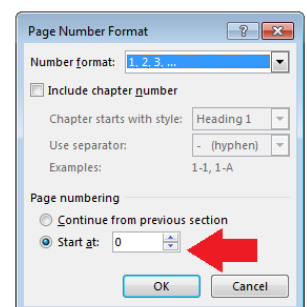
**ii. If you want numbering to start from page 2 onwards**

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](mailto:library@ara.ac.nz)