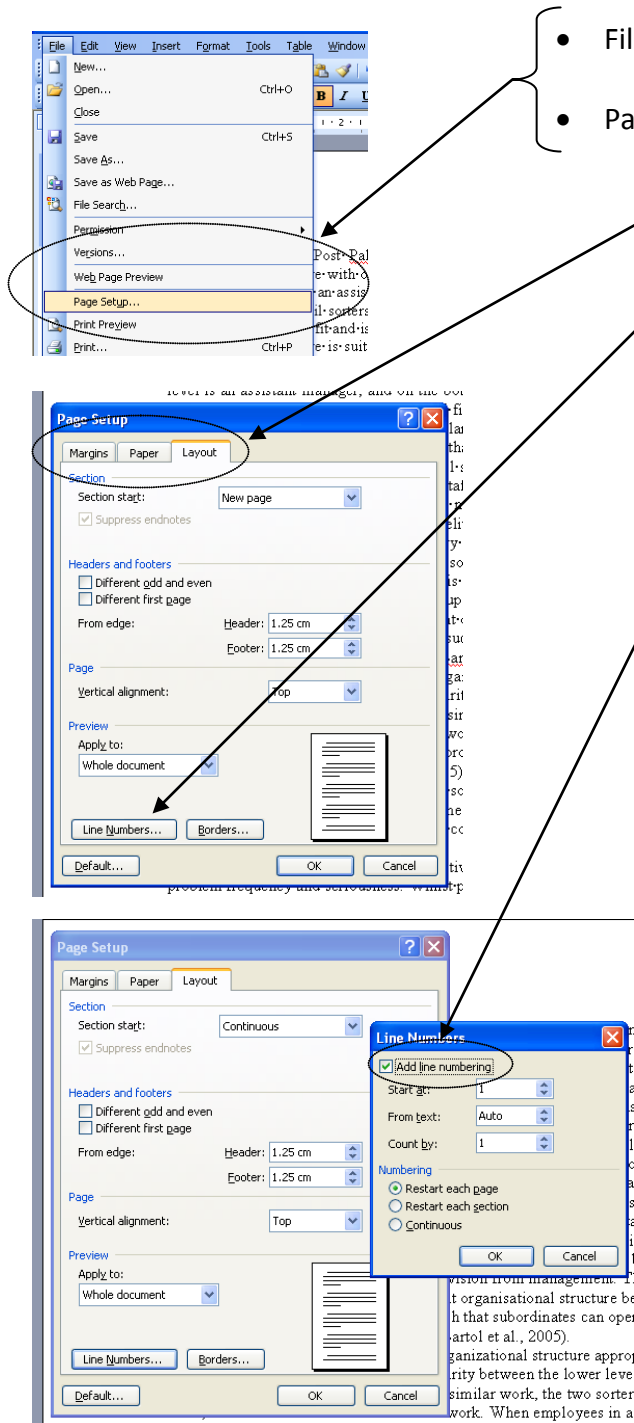


Line numbers

Microsoft Word 2003

Adding line numbers is useful when you need to refer back to a line or series of lines when writing notes about your text, or when a lecturer needs to comment on your work.

You can put line numbers in, or turn them off, at any stage in the document process.



The image shows three screenshots from Microsoft Word 2003 illustrating how to enable line numbering:

- File Menu:** The 'File' menu is open, and 'Page Setup...' is highlighted. A bracket groups 'File' and 'Page Setup'.
- Page Setup Dialog:** The 'Page Setup' dialog box is open, with the 'Layout' tab selected. The 'Line Numbers...' button is highlighted.
- Line Numbers Dialog:** The 'Line Numbers' dialog box is open, showing the following settings:
 - Add line numbering
 - Start at: 1
 - From text: Auto
 - Count by: 1
 - Numbering:
 - Restart each page
 - Restart each section
 - Continuous

- Add Line numbers
 - Start atthe number it starts to count from.
 - Count by 1, counts each line i.e. 1, 2, 3 etc.
 - 5, counts every 5th line in 5s i.e. 5, 10, 15 etc.

- Numbering**
- Restart each page
 - OR
 - Restart each section restarts the line count at the start of each section if sections are used.
 - OR
 - Continuous
 - OK
 - OK