

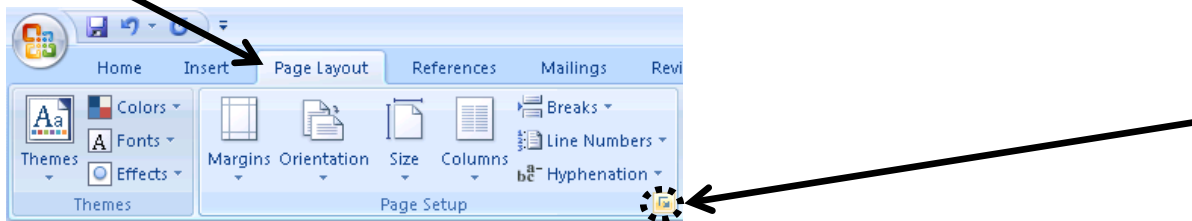
Line numbers

Microsoft Word 2007

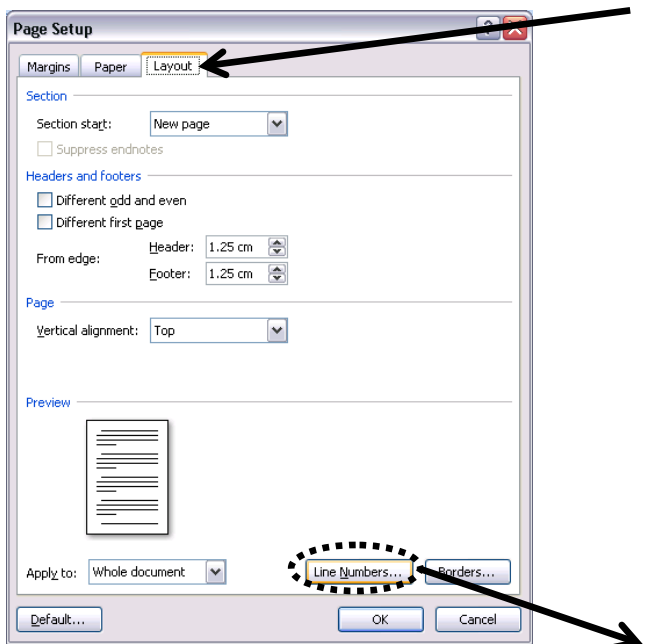
Adding line numbers is useful when you need to refer back to a line or series of lines when writing notes about your text, or when a lecturer needs to comment on your work.

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

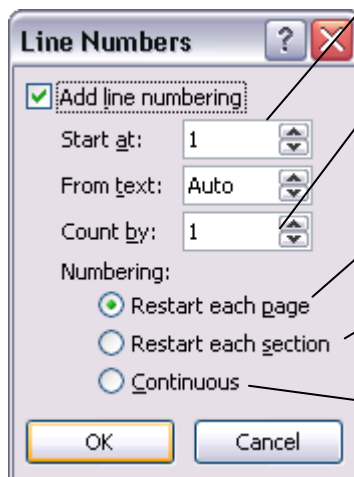
1. **Page Layout > Page Setup**



2. Click on the **Layout** tab > **Line Numbers...**



3. Tick **Add line numbering**
4. Make any additional changes
5. Click **OK**



- The number the counting starts at.
- 1 - Count each line i.e. 1, 2,3etc.
- 5 - Count every 5th line, i.e. 5, 10, 15 etc
- Restart the line count at the beginning of each page.
- Start the line count at the beginning of each section if sections are used.
- Continue the line count through the whole document.