
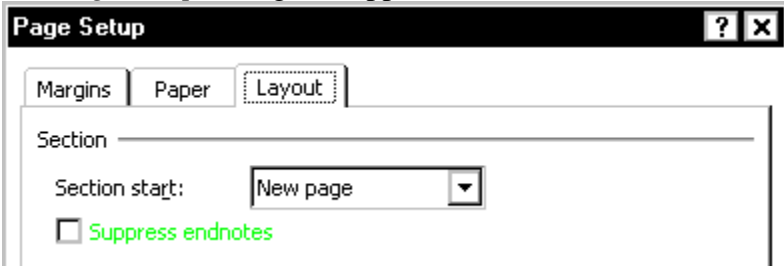
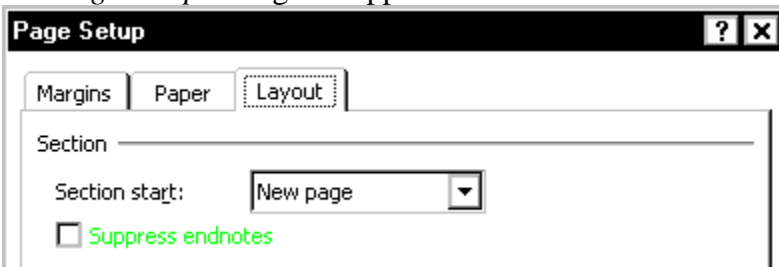
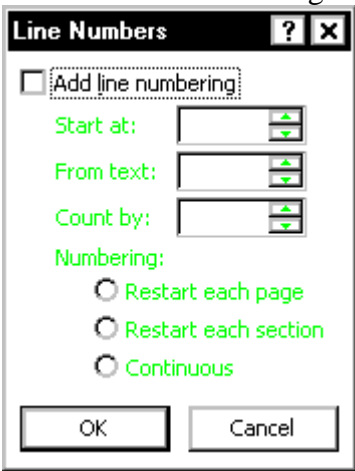


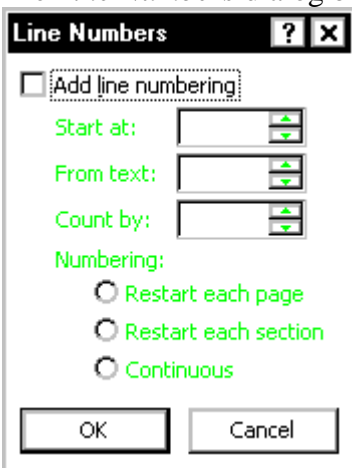
Adding Line Numbers

Line numbers can be helpful when referencing specific sections of a document. These instructions explain how to add line numbering to your Word document. You can add line numbering to the entire document or individual sections.

1. Place the insertion point within the document to which you want to add line numbering
HINT: To add numbering to only one section of a document, place the insertion point within the desired section
2. From the *Page Layout* command tab, in the *Page Setup* group, click **PAGE SETUP**  The *Page Setup* dialog box appears.



3. Select the *Layout* tab
4. Click **LINE NUMBERS...** The *Line Numbers* dialog box appears.



5. Select *Add line numbering*
NOTE: An item is selected when a checkmark appears in the box
6. To start line numbering at a number other than one, in the *Start at* text box, type or use the nudge buttons to select a starting number
7. To adjust the amount of spacing between line numbers and text, in the *From text* box, type (in inches) or use the nudge buttons to select a spacing value

8. To number every *n*th line, in the *Count by* text box, type or use the nudge buttons to select a number by which to count
EXAMPLE: To number every fifth line, in the *Count by* text box, type **5**
9. To restart numbering on each page, select ***Restart each page***
To restart numbering in each section, select ***Restart each section***
To use continuous numbering, select ***Continuous***
10. Click **OK**
11. Click **OK**
The lines numbers are added.

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