

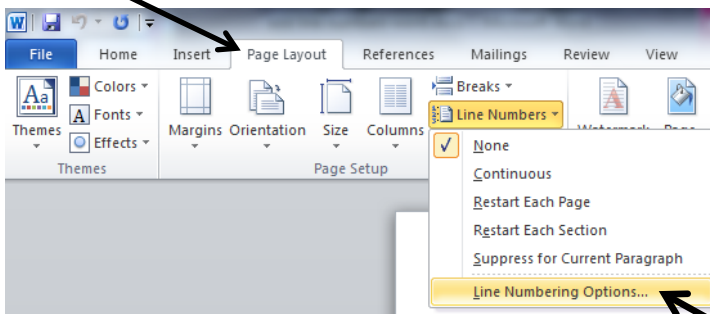
# Adding line Numbers to a Document

## Microsoft Word 2010

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.

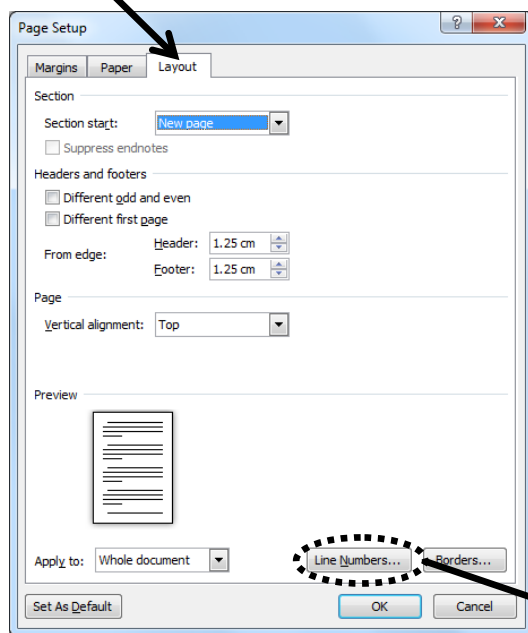
You can put line numbers in, or turn them off, at any stage in the document process.

### 1. Page Layout > Line Numbers



Choose from the available options

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

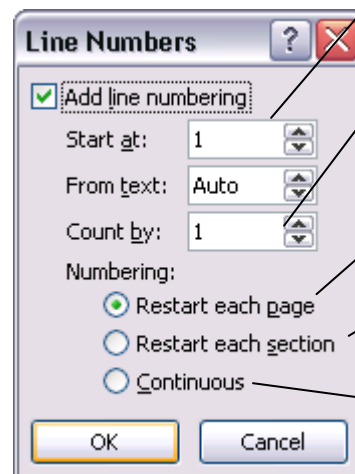


Or click on Line Numbering Options...

### 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.