

# **Word Weavers - Instructions for Line Numbering**

## **On PC**

### **For '07 and later**

Click on the “Page Layout” tab

In “Page Setup” section (second group from left), second button down is “piece of paper” with numbers (1, 2, 3) to the left and Line Numbers to the right

Click on this

You can then choose on how you wish your numbering to read

### **For “older” version of Windows**

Click:

File

Page Set Up

Lay Out

Line Numbers

Click on “Add Line Numbering”

## **On MAC**

Go to “View” and choose “Print Layout”

On the task bar, choose “Format” Choose “Document”

In the pop-up window, choose “Layout” Click “Line numbers”

Click “Add line numbering” Click “Continuous,” “OK” and “OK”