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"