

Microsoft Word 2007 Mini Skills

Add or remove line numbers

- On the **Page Layout tab**, in the Page Setup group, click **Line Numbers**.

Note: If your document is divided into sections and you want to add line numbers to the entire document, you first need to select the document. Click **Select** in the **Editing** group on the **Home** tab, and then click **Select All**. Or press CTRL+A.

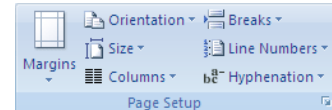


Do one of the following:

- To number consecutively throughout the document, click **Continuous**.
- To start with number 1 on each page, click **Restart Each Page**.
- To start with number 1 after each section break, click **Restart Each Section**.

Add line numbers to a section or to multiple sections

- Click in a **section** or **select multiple sections**.
- On the **Page Layout tab**, in the Page Setup group, click **Line Numbers**.
- Click **Line Numbering Options**, and then click the **Layout tab**.
- In the Apply to list, click **Selected** sections.
- Click **Line Numbers**.
- Select the **Add line numbering check box**, and then select the **options** that you want.



Remove Line Numbers

- Click in the document, or click in the section or paragraph from which you want to remove line numbers. If you want to remove line numbers from multiple sections, select the sections.
- On the **Page Layout tab**, in the Page Setup group, click **Line Numbers**.
- Do one of the following:
 - To remove line numbers from the entire document or section, click **None**.
 - To remove line numbers from a single paragraph, click **Suppress for Current Paragraph**.