

## **How to Display Line Numbers in MS Word 2008 (Mac version)**

You can display or remove line numbers in a Word document by using the settings of the format Document dialog box. To view line numbers, the document must be displayed in print layout view.

### **To display line numbers**

1. Start Word and open your document that needs line numbers
2. On the Format menu, click “Document ...” .
3. In the Document dialog box that appears, click the Layout tab, and then click “Line Numbers...”.
4. Select the “Add line numbering” check box.
5. To change line numbers from multiples of one to different multiples, such as multiples of five (5...10...15 and so on), change the number in the “Count by” box in the Line Numbers dialog box.
6. Click OK and then click OK again. Line numbers are displayed on the left side of the document.

### **Tips**

- To start line numbering at a number other than 1, change the number in the Start at box in the Line Numbers dialog box.

**Problem: I only need to put numbers beside a poem in my larger document.**

**Answer: You must insert sections into your document.**

### **Follow these steps:**

1. Put your cursor at the beginning of the first line of poem.
2. Click on “Format” on the main Word menu and select “Break”, then “Section Break (Continuous)”
3. Next put your cursor at the end of the last line of poem and repeat step 2.
4. In the Document dialog box that appears, click the Layout tab, and then click “Line Numbers...”.
5. Select the “Add line numbering” check box.
6. To change line numbers from multiples of one to different multiples, such as multiples of five (5...10...15 and so on), change the number in the “Count by” box in the Line Numbers dialog box.
7. Click OK and then click OK again. Line numbers are displayed on the left side of the document.