

LINE NUMBERING INSTRUCTIONS

Word 2003

1. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
2. In the **Apply to** box, click **Whole document**.
3. Click **Line Numbers**.
4. Select the **Add line numbering** check box, and then select the options you want.

Word 2007

1. On the **Page Layout** tab, click **Line Numbers**
2. In the drop down menu click **Continuous**.
3. Click **Save**.

HOW TO FIX PROBLEMS WITH LINE NUMBERING RUNNING INTO TEXT

1. Open the Word file.
2. Press <Ctrl>A to select all, and <Ctrl>C to copy.
3. From the File menu, select New -> Blank Document.
4. Paste and save.

This fixes the problem most of the time, though authors should always review the new document after the paste operation to ensure nothing strange has happened. If using a DOC file, the new document should also be saved in DOC format (that is, avoid going from DOC -> DOCX or DOCX -> DOC during this operation).