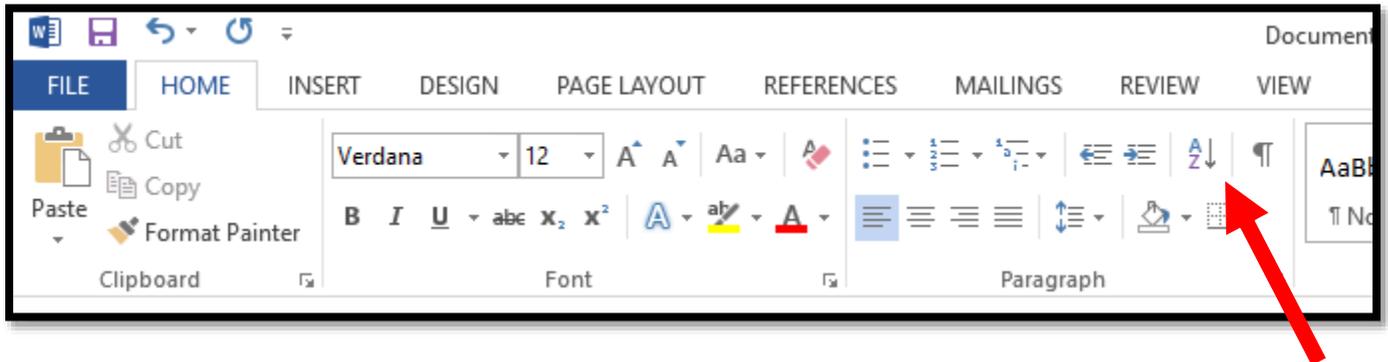


Adding Line Numbers in MS Word to Specific Sections of Text

To add line numbers to part of a Word document requires making a few changes to the original document. Use the following steps:

1. Turn on the formatting and paragraph marks option within the '**Home**' tab.



2. To apply line numbers to a specific section, insert section breaks in the document. Place the cursor at the beginning sentence/word of text to be included in the line numbering section.
3. Click on the '**Page Layout**' tab and select the '**Breaks**' drop down menu. Select '**Continuous.**' You will now see a section break appear just above the first line of text to be included in line numbering.
4. Place the cursor at the end of the last word of text to be included in the line numbering. Follow step 3 to place another section break at the end of the selected text.
5. Place the cursor at the beginning of the selected text (be sure the cursor is somewhere within the boundaries of the section breaks.)
6. While still in the '**Page Layout**' tab, click the '**Line Numbering**' drop down and select '**Line Numbering Options.**'
7. Click the '**Layout**' tab in the new window.
8. At the bottom of this window, click the '**Apply**' drop down menu and select '**This Section.**'
9. Click the '**Line Numbers**' button.
10. Click inside the box '**Add Line Numbering.**' Choose the manner in which you want to 'count by' and select '**Continuous.**'
11. Click OK and then OK again.
12. Go back to the '**Home**' tab and turn off formatting marks (see step 1.)