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## Drawing dotted lines in microsoft word

Update: 30/11/2020 of Computer Hope You may need to change line spacing as you type in Microsoft Word, depending on the style of your document. The steps to enable double spacing differ slightly between versions. As a result, you may need to use some insights to adapt them to previous versions. To proceed, decide which situation applies to you, then follow the steps in that section. Tip Use **ctrl+1** keyboard shortcuts for single space, **CTRL+2** to double space, or **CTRL+5** to set line spacing to 1.5 line spacing on any highlighted line, paragraph, or text. Note When you press **Enter**, a new paragraph with additional space between the two paragraphs starts. If you want to go to the next line without starting a new paragraph, press **Ctrl+Enter**. Enable double spacing for the entire Microsoft Word 2016 document (Office 365) Open Microsoft Word. On the Home tab, in the Paragraph group, click the Line Spacing and Paragraph Spacing icon . Select the spacing option that you want from the available list. For more spacing options, select Line Spacing Options from the list. Microsoft Word 2007, 2010, and 2013 Open Microsoft Word. On the Home tab, in the Styles group, right-click Normal. Choose Modify from the drop-down menu. Under Formatting, click the Double Space button (shown below). Open Microsoft Word. Click the Page Layout tab. Click the down arrow in the lower-right corner next to Paragraph to raise the Paragraph window. In the Paragraph window, verify that you are on the Indents and Spacing tab. Click the down arrow next to the Line Spacing box. Select Double and click the OK button. Change the line spacing for all or part of an existing Microsoft Word 2007, 2010, 2013, and 2016 document Open Microsoft Word and the document that you want to edit. Highlight the text you want to space two or select everything. Right-click the highlighted text, and then click Format, and then click Paragraph or Paragraph only depending on which version of Word you're using. In the Paragraph window, verify that you are on the Indents and Spacing tab. Click the down arrow in the Line Spacing drop-down list. Select Double and click the OK button. Learn more Updated: 30/11/2020 from Computer Hope You may need to change the line spacing as you type in Microsoft Word, depending on the style of your document. The steps to enable double spacing differ slightly between versions. As a result, you may need to use some insights to adapt them to previous versions. To proceed, decide which situation applies to you, then follow the steps in that section. Use the **ctrl+1** keyboard shortcuts for single space, **CTRL+2** to double the space, or **CTRL+5** to set the line spacing to 1.5 line spacing on any highlighted line, paragraph, or text. 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Find and double-click the document on your computer, or open the Word app and select the document you want to edit. Alternatively, you can open a new blank document. You can use this keyboard shortcut in all desktop and mobile versions of Word. 2 Click where you want to add the dashed line. You can create a dotted horizontal line anywhere on the page. 3 Type \*\* on the keyboard. This link creates a dashed line on the page. Alternatively, you can use ---, ==, \_\_\_, \_\_\_ or --- for different line styles. 4 Press ↵ or return ↵ the keyboard. This will create a dotted horizontal line on the page. 1 Open the Word document you want to edit. Find and double-click the document on your computer, or open the Word app and select the document you want to edit. Alternatively, you can open a new blank document. 2 Select the Insert tab on the toolbar. You can find this button above the toolbar panel at the top. 3 Select Shapes on the Enter. This button looks like a triangle, square, and circle on the toolbar panel. It will open a shapes pop-up menu. 4 Select the type of row you want to add. You can make any dotted line later. 5 Click and draw a line on the document. After you select a line shape, use your mouse to draw a line wherever you want in your document. After you draw, you can click and drag the corners of the line shape and change its size, angle, or position. You can click and drag the line anywhere in your document. 6 On the line. This will open the right-click options on a drop-down menu. 7 On the shortcut menu, click Format Shape. This opens the formatting panel on the right side. 8 Click the Dash type selector in the formatting panel. This will show the dot and hyphen options. If you don't see this option at first, click the bucket icon at the top left of the Format Shape panel, and then click Line on this menu to extend the options. 9 Select a point or hyphen type. This will instantly transform your line into the selected dot or hyphen style. You can further adjust the width, transparency, and other line properties here. 1 Open the Word app on your phone or tablet. The Word icon looks like a blank and blue document page. You can find it on the home screen or in the App tray. 2 Select the document you want to edit. This will open the document. Alternatively, you can create a new blank document. 3 Tap the Edit icon at the top. It's on the blue toolbar at the top. This will open the editing menu in the bottom half of the screen. On iPhone/iPad, this button looks like a white A and pencil icon on the blue toolbar. On Android, you may find the same icon or just a white pencil. 4 Tap the Home button. It is located in the upper-left corner of the toolbar menu at the bottom. This will open the toolbar tabs. 5 Select Insert from the toolbar menu. This will open up the available options. 6 Select Shape. A menu opens with all available shapes you can add. 7 Select the type of line you want to add. The selected line is added to the document. You can add points to the line later. 8 Drag the blue endpoints of the line to adjust the line (optional). You can adjust the size and position of the line from the blue dots on both ends of the shape. You can also do this after adding points to your line. 9 Tap Shape Style from the Shape menu. This will open all the styles available for your line. 10 Select a dotted style. This transforms the selected line into a dashed line. You can resize it and place it however you want. Ask a question This article was co-written by our qualified team of editors and researchers who validated it for accuracy and completeness. The wikiHow content management team closely monitors the work of our editorial staff to ensure that each article is supported by reliable research and meets our high quality standards. This article has been viewed 66,277 times. 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Thank you to all authors for creating a page that has been read 66,277 times. 1 Open Microsoft Word. Double-click the Word icon, which looks like a white W on a dark blue background. If you want to draw on an existing document, double-click the document, and then skip the next step. 2 Click Blank Document. It's at the top left of the window. This will open a brand new document. If it finds you on a Mac, a new blank document will likely be uploaded by default. If so, if so, this step. 3 Click the Insert tab. This option is located on the left side of the blue ribbon at the top of the Word window. Clicking it displays a toolbar under the blue ribbon. If you're on a Mac, be sure to click Insert on the blue ribbon and not on the menu bar. 4 Click Shapes. You can find it in the Illustrations section of the Insert toolbar. Clicking Shapes will require a drop-down menu. 5 Select a row option from the drop-down menu by clicking it. You can select a predetermined line by clicking one of the straight line icons, or you can select the freeform line by clicking the wavy line icon on the far right under the Lines heading. 6 Draw a line in the document. Click and drag to draw, and then release the mouse button to cement the shape. You can click and drag the line after it has been cemented. To delete a row, click to select it, and then press Delete. 7 Add more rows. To add another line once the line you create is cemented, simply select a line bar from the Shapes menu and repeat the drawing process. Add new question Question How do I keep the horizontal line? I just want to put a short line for a signature position. If you're talking about maintaining a line layer while drawing, hold down SHIFT while you draw the line. Question How do I draw lines on a phone? With Word 2016 for iPhone I would click on the three dots on the right above the keyboard. Then on the left (where it says Home), go to Insert. Then choose Shapes and the line you want. Question Can I draw multiple rows without going back and forth in the drop-down list of insert shapes? Draw a line, and then copy and paste it. Change as/if desired, and then paste again, and so on. Ask a question This article was co-written by our qualified team of editors and researchers who validated it for accuracy and completeness. The wikiHow content management team closely monitors the work of our editorial staff to ensure that each article is supported by reliable research and meets our high quality standards. This article has been viewed 409,168 times. Co-authors: 12 Update: June 8, 2020 Views: 409,168 Categories: Microsoft Word Print Send Fan Mail to Authors Thank you to all authors for creating a page that has been read 409,168 times. Times.

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