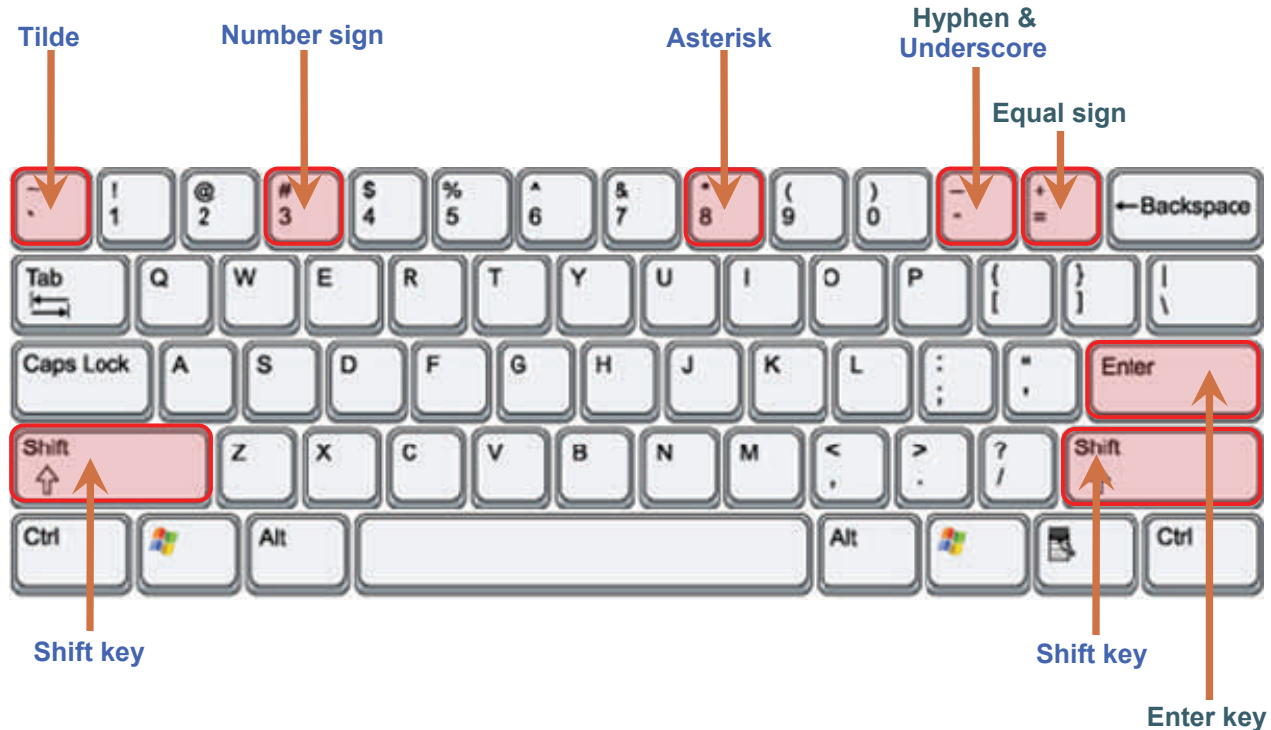


## Easy Way to Create Lines in Word

This guide shows keyboard shortcuts which let you create a variety of horizontal lines.



1.) By using the keys identified and highlighted in the keyboard diagram above, I can get Word to draw a variety of lines across the full width of my document. Each line requires me to press one of the keys on the top row above three times in succession (the ones in blue also require the **Shift** key), followed by pressing **Enter**. Word then generates the line, from margin to margin.

(a) By keying “- - -”, or **Hyphen + Hyphen + Hyphen + Enter**, I get the following line:



(b) By keying “\_ \_ \_”, or **Shift + Underscore + Underscore + Underscore + Enter**, I get:



(c) By keying “===”, or **Equal + Equal + Equal + Enter**, I get a light double line:



(d) Keying “###”, or **Shift + Number + Number + Number + Enter**, gives three lines:



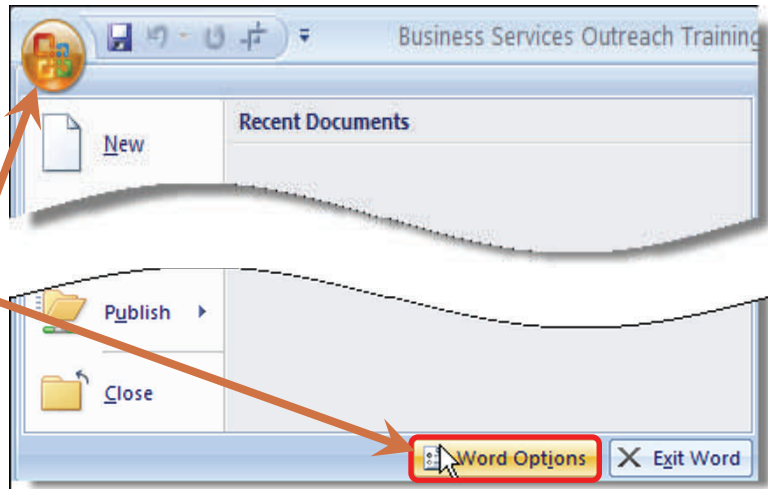
(e) Keying “\*\*\*”, or **Shift + Asterisk + Asterisk + Asterisk + Enter**, gives a dotted line:



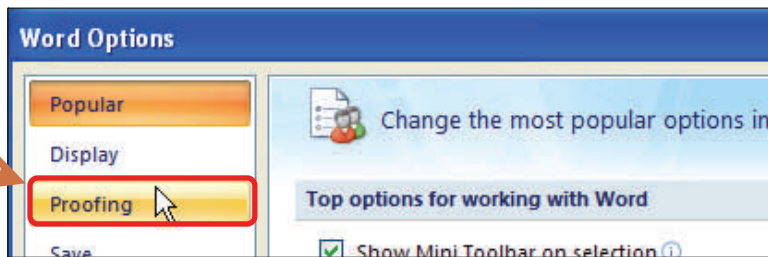
(f) And keying “~~~”, or **Shift + Tilde + Tilde + Tilde + Enter**, yields a saw-tooth line:



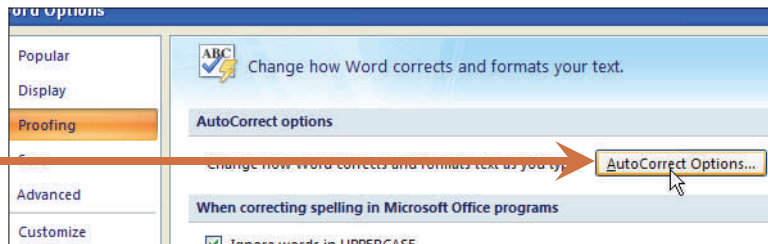
2.) If these combinations don't generate lines as indicated, then I need to check some advanced settings in Word on my computer. I click the **Office Button** then click on "**Word Options**" at the bottom of the dialog box that opens.



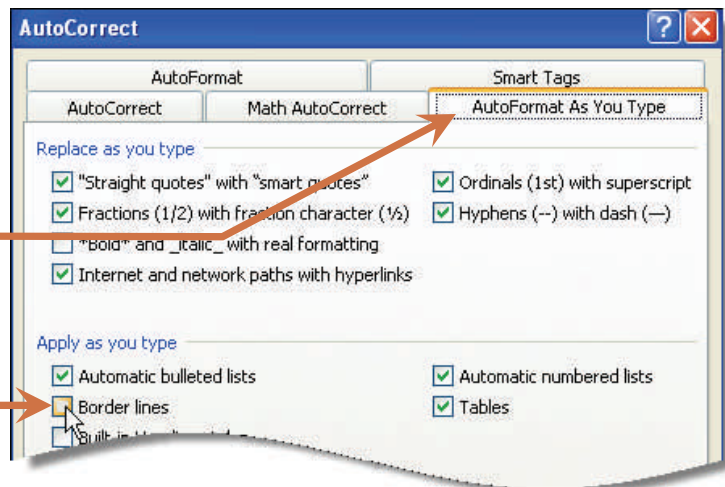
3.) The **Word Options** box will appear. Now I click on the "**Proofing**" tab.



4.) The **Word Options** dialog box changes to the **Proofing** configuration. Now I click on the **AutoCorrect Options** button, in the section of the same name.



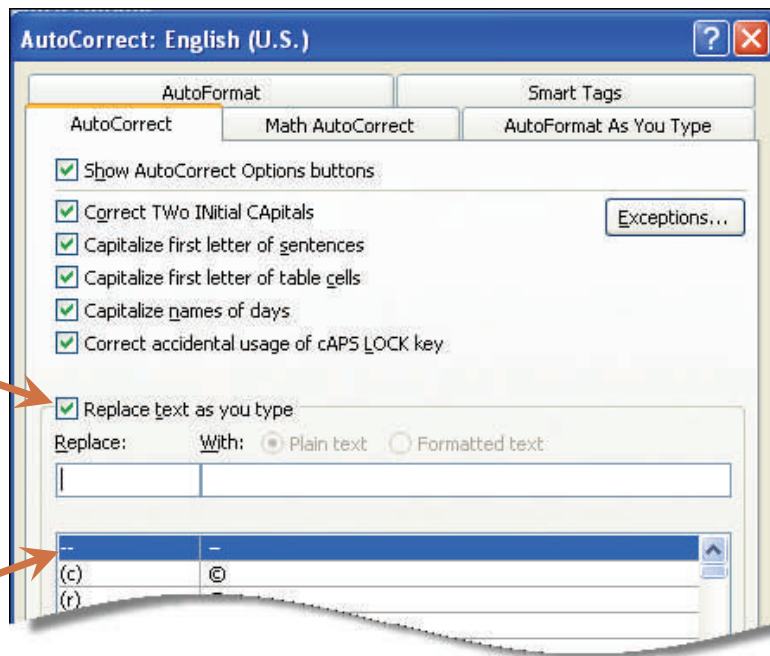
5.) The **AutoCorrect** dialog box opens. I go to the "**AutoFormat As You Type**" tab of this box, and in the **Apply as you type** section, I click in the checkbox in front of the choice for "Border lines".



6.) After the checkbox is filled in, I click **OK**; and the keyboard shortcut way to create lines will now work.



6.) If only the “3 hyphens = a line” trick (1.(a) above) isn’t working, there’s another adjustment I need to make in the **AutoCorrect** dialog box. This time I open the **AutoCorrect** tab, and go to the section called “**Replace text as you type**”.

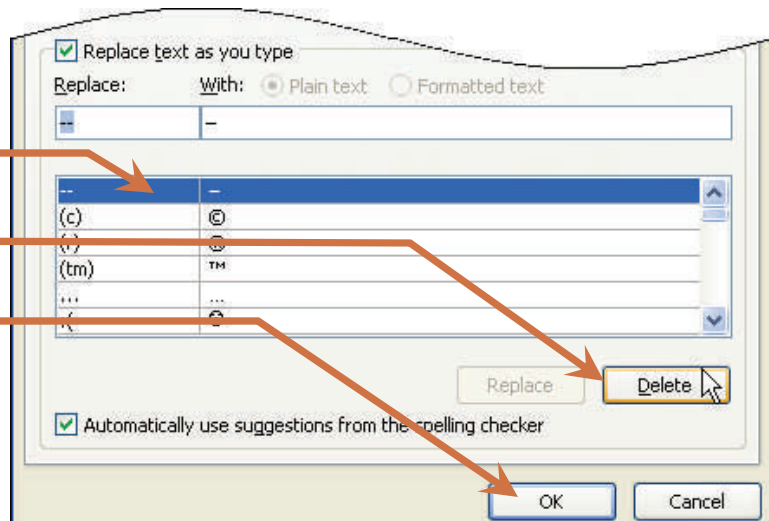


7. Note that one of the automatic replacements programmed here is to replace two consecutive hyphens with a dash.

Here’s the problem: because the substitution is *instant*, Word will transform the first two hyphens I type into a dash *before I can type the third*. Then, when I hit the Enter key, I haven’t completed the formula to create a line: instead of three hyphens, I have only one dash and one hyphen!

8.) There are two ways to get around this problem (assuming I don’t want to cancel out the whole “**Replace text as you type**” utility — see the last checkbox in screen shot above):

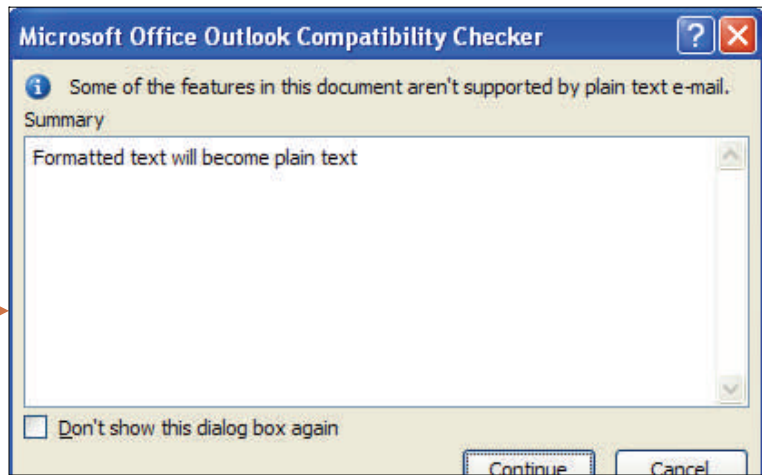
(a) I can simply delete this substitution from the list, as at right: I click on the indicated (shaded) line to select it, which makes the **Delete** key live. Then I click on *that* key to remove this item from the list, and click **OK** to confirm. (Both the **AutoFormat** and **AutoFormat As You Type** tabs of the **AutoCorrect** box have independent settings allowing me to “**replace Hyphens (--) with dash (—)**”.)



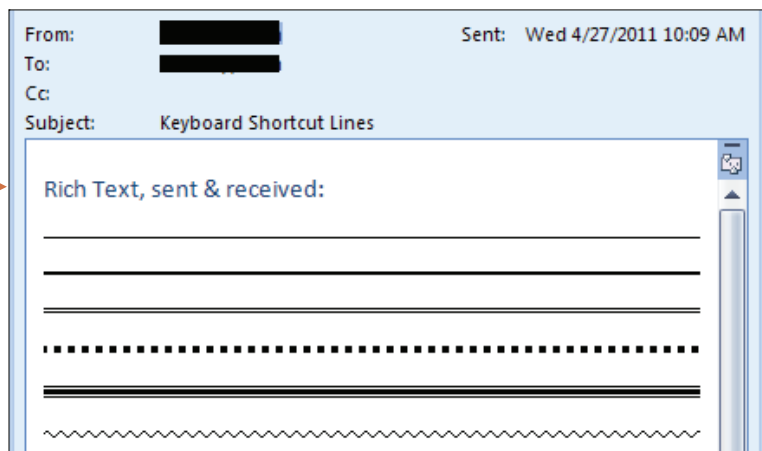
(b) Or I can leave the above substitution in place, and just be aware that it will now take five hyphens in a row to generate a line after pressing **Enter**. (The first four are transformed, two at a time, into dashes. After the fifth hyphen is keyed, Word apparently reads the accumulated two dashes and one hyphen as equivalent to three hyphens!)

9.) If I have my MS Outlook application set up to use MS Word as its word processing “engine” within e-mails, I can see that these tricks will also work there, *depending...* on the format used for the e-mails.

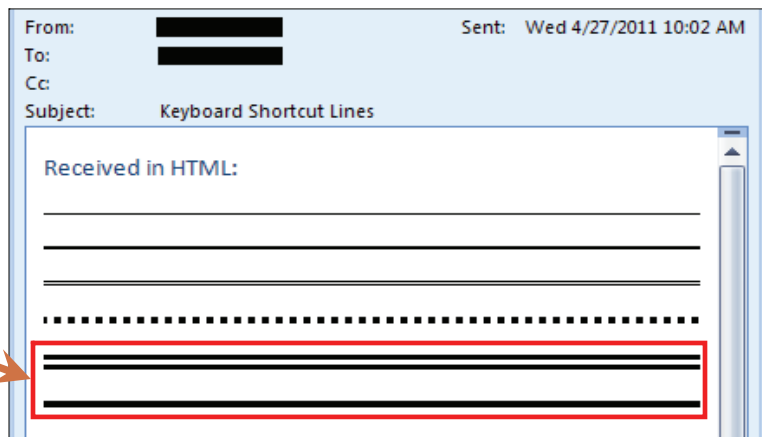
(a) Plain Text messages don't support the use of any of these features. Any attempt to use them results in the display of the warning message here: →



(b) Rich Text messages support all six examples, shown here in this extract from a received message. →  
(The lines are generated by use, respectively, of the hyphen, underscore, equal sign, asterisk, pound sign and tilde, as show at 1. above.)



(c) Messages *composed* in HTML will display all six lines, just as in Rich Text, before being sent; however, my e-mail recipients will see alternate versions of two of them, at shown at right. →



11.) One last consideration to bear in mind — particularly in e-mail correspondence, where prior messages in a string of correspondence may be indented — is that these keyboard shortcut lines work only from a document's left margin all the way to its right margin. In other words, they can't and won't reflect any indentation.