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Draw lines in word 2010

Note: This article is for users of the following versions of Microsoft Word: 2007, 2010, 2013, and 2016. If you're using an earlier version (Word 2003 or earlier), this tip might not work. For a specific version of this tip for earlier versions of Word, click [Drawing Lines](#). Allen Wyatt (last updated August 27, 2016) The Draw toolbar allows you to create shapes that were previously available only by using a drawing program. One of these forms is a line. To draw a line, follow these steps: Display the Insert tab on the ribbon. Under Illustrations, click shapes. You'll see a large selection of shapes you can create. In the Rows group, click a row type. Move the mouse pointer where you want to place one end of the line. Click and hold the mouse button. Drag until the line reaches the desired length. Release the mouse button. WordTips is a source of cost-effective Microsoft Word training. (Microsoft Word is the world's most popular word processing software.) This tip (12270) applies to Microsoft Word 2007, 2010, 2013, and 2016. You can find a version of this tip here for the older menu interface in [Word: Drawing Lines](#). Create custom apps with VBA. Learn how to extend office 2013 (Word, Excel, PowerPoint, Outlook, and Access) with VBA programming, writing macros, automating Office applications, and creating custom applications. See how to learn VBA for Office 2013 today! AutoFormat: Type three characters of the line style you want (see table below), and then press Enter. Horizontal Line: Go to home, choose Borders, and then choose Horizontal Line. This article describes three ways to insert Microsoft 365, Word 2019, Word 2016, Word 2013, and Word 2010: Automatic Formatting, the Horizontal Line tool, and the Shapes menu into the horizontal lines. You can use AutoFormat to quickly insert a line into a Word document. To create a line, place the cursor where you want to insert it, type three characters of the line style you want, and then press Enter. To create different types of lines, press the corresponding keys on the keyboard: Simple single line: Three dashes (---) Plain double line: Three equal signs (===) Broken or dotted line: Three stars (***) Bold single line: Three underlines (___) Three number signs (###) Here's what each of these line types looks like in Word: To insert a line in a Word document using the built-in Horizontal Line tool: Place the cursor where you want to insert a line. Go to the Home tab. By default, the Home tab is selected when you open a new or existing Word document. The Paragraph select the Borders drop-down Horizontal line. To change the appearance of the line, double-click the document line. In the Format Horizontal Line dialog box, change the width, height, color, and alignment of the line. The third way to add a line to a Word document is to draw it on the page. The Shapes menu contains multiple line settings, including lines with arrowheads at one or both ends. After you draw the line, customize the color and appearance. Place the cursor where you want to insert the line. Open the Insert tab. Under Figures, select the Shapes drop-down arrow. Under Rows, select a line shape. In the Word document, drag where you want the line to appear. To change the appearance of the row, select the row to enable the Shape Format tab. Go to the Shape Format page and change the color, use a different line style, or apply effects. Thank you for let us know! Tell me why. Sometimes you can't express yourself with words and numbers. Sometimes you have to express yourself through art. Fortunately, Microsoft Word recognizes this need and gives users the opportunity to draw on a document. If you want a new way to showcase your ideas, give drawing a try! It's simple, adds some flair to the document, and may be a more effective way to communicate your thoughts. For all the visual learners in the house, follow along as you go through the drawing process step-by-step. I also have some formatting and editing tips and tricks to consider. Tip: Learn more about how word can find and replace it. 1. Click Shapes, and then click Doodle, open Microsoft Word. It can be a blank document, or you can spend an essay - you can draw the words if you want. Open the insert tab. Select Shapes. A drop-down menu appears. Under Rows, select the last button. It looks like a doodle and is aptly named Doodle. 2. Hold down the mouse to draw click and hold down the mouse to draw. That said, it's not the most intuitive thing in the world, and the drawings probably won't look like they do on paper. That's fine, you'll get a chance to tweak and sculpt the drawing later - as well as adjust the line coloring, width, fill color, and more. Here is the strange form I decided to draw (do not ask what it is): 3. Release the mouse as soon as you release the mouse, the drawing will be ready. You can no longer draw as if it were a pen or paper. If you let go of the mouse too early, you can delete the shape and start over. If you want to add another shape to complement what you just drew, go ahead and click the Doodle button and go through the drawing process Once. If you've got the basic idea of drawing done, but that's not exactly what you wanted, you can tweak the lines a bit. Double-click the drawing. In the upper-left corner, click Edit Small Shape. Then select Edit Points. A A guessed, dots appear in the drawing. When you drag a point out, in, or sideways, it effectively drags the drawing line. When you click the point, the drawing changes accordingly. 4. Edit the drawing Double-click the drawing. A new tab appears on the Shape Format ribbon. You can now resize the shape by dragging the corners of the box. Use the Fill Shape button to add color within the shape. To change the stroke color,

click the pencil button next to the Shape Fill button. You can also choose to have no sketch if you want. Another way to outlid a drawing is to add text. Click the Draw Text Box icon next to shapes. Drag to where you want the text box to be inside the shape. You can play with all the text editing options and include hanging indents if you want. To unlock additional editing options, choose Format pane on the far right. This opens a sidebar where you can edit the outline linetype, play with the fill color color, and so on! Once you have manipulated the shape of a final product that you are satisfied with, go ahead and save as. Now you're ready to share your creativity with the world! Other information about drawing Word It will be very difficult to draw straight lines in Word. This is simply due to the fact that it is impossible to draw a mouse accurately. If it always frustrates you, there are solutions. How to draw a line in Word If you want a very straight line, maybe the Doodle tool is not right for you. Go back to the Shapes drop-down menu under the Insert tab and go through the different line options. Choose what is best for your vision and go from there! You'll also notice that Word can choose from a number of prebuilt shapes. If you're trying to draw a star that doesn't look like a sad spot, maybe choose the pre-made star shape. Continue to play with coloring, size, lines and more. TIP: If you haven't set the age for ink drawing but Word doesn't work, try drawing in Microsoft Paint. You can insert this picture into Word at any time later. Do you want your artistry to test in other ways? Learn how to create a brochure in Word. When you're ready for employees to sign on the dotted - or not so dotted - line, you need to show where they should actually place the John Hancocks on the document. Microsoft Word makes it as easy as choosing and drawing a line style on a page. Horizontal lines work well to separate areas of a document, such as chapters, appendages, and charts. With a few keypad clicks, you can even make sure that the line is perfectly straight, whether you're in secure control or not. Hand.

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