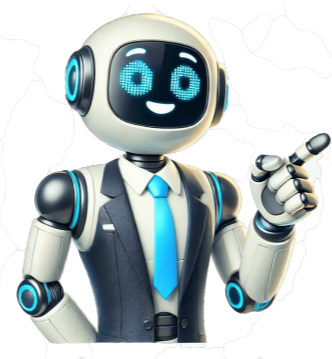


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Download Article A user-friendly guide to typing a dotted line in Microsoft Word on your computer or mobile device Download Article Do you want to add a dotted or dashed line to your Microsoft Word document? You can use an easy keyboard shortcut to add a dotted line across the page, or you can use Word's "Insert" function to manually draw a line. After inserting the line, you'll be able to change its size, thickness, color, and more. This wikiHow will show you how to insert a dotted line into your Microsoft Word document using your computer, iPhone, or Android device. Type three asterisks (*) where you want your dotted line, then press "Enter". Click "Insert" → "Shapes" → select a line. Click "Shape Outline" → "Dashes". On mobile, click "Home" → "Insert" → "Shape" → select a line. Tap "Shape Style" and select dotted. 1 Open a project in Microsoft Word. This looks like a W on top of a blue square. Microsoft Word is available to install for Windows and Mac. You must have a subscription to use Office 365. 2 Place your cursor where you want your line to appear. You'll need to be on a blank line, as this won't work if there is text before or after your cursor on the same line. You'll be creating a horizontal line that spans from one edge of your page to the other. The line will stop at your set margins. If you want to make the line span the whole page, you'll need to change your document margins. Advertisement 3 Type three asterisks (*) in a row. Hold down Shift and press 8 on the number row at the top of your keyboard to create an asterisk.[1] 4 Press ↵ Enter to convert the dashes into a line. AutoCorrect will automatically create a dotted line. If you don't have AutoCorrect enabled, do so by clicking File → Options → Proofing → AutoCorrect Options.... This will open a new window. Make sure the Border Lines box is checked. This can be found underneath Apply as you type. If you want to turn off AutoCorrect, uncheck the boxes. 5 Use different characters for different line styles (optional). You can create different lines by using characters other than the dash. Thin line: Three hyphens (-). Thick line: Three underscores (_). Double line: Three equal signs (=). Triple line: Three pound signs (#). Squiggly line: Three tildes (~). Advertisement 1 Open a project in Microsoft Word. This looks like a W on top of a blue square. Microsoft Word is available to install for Windows and Mac.[2] You must have a subscription to use Office 365. 2 Click the Insert tab. This tab is in the blue ribbon at the top of the Word window, between Home and Draw.[3] 3 Click Shapes. It's in the Insert toolbar, next to the icon of an overlapping circle and square.[4] A drop-down menu will appear. 4 Select a line shape. In the "Lines" heading, click one of the line templates. You can choose a line, line arrow, double line arrow, and more. These lines can be adjusted to be dotted later.[5] 5 Draw your line. Click and drag across the document to create your line.[6] If you need to adjust the line's length and orientation, click the left or right circle. Drag it left or right to adjust the length, or drag it up and down to adjust the orientation. To move the line, double-click and drag it to the desired position. 6 Double-click the line. You'll be taken to the Shape Format tab. 7 Click Shape Outline. This will be in the Shape Styles section. A drop-down menu will open. 8 Click Dashes. The menu will expand. 9 Select a dash style. You can choose from the available presets or click More Lines to customize your own in the Format Shape panel. In the Format Shape panel, you can adjust the color, transparency, width, and more. Advertisement 1 Open a document in the Microsoft Word app. This looks like a blue notebook next to a W. Microsoft Word is available for iOS in the App Store and for Android in the Google Play Store. Tap Blank document to open a new document or tap a file to open an existing document. 2 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 your screen. On iPhone/iPad, this button looks like a white "A" and a pencil icon on the blue toolbar. On Android, you may find the same icon or just a white pencil. 3 Tap the Home button. It's in the upper-left corner of the toolbar menu at the bottom. This will open your toolbar tabs. 4 Select Insert on the toolbar menu. This will open the available options. 5 Select Shape. This will open a menu with all the available shapes you can add. 6 Select the type of line you want to add. This will add the selected line to your document. You can add dots to your line later. 7 Drag the blue end-points of the line to adjust the line (optional). Adjust the size and position of your line from the blue dots on both ends of the shape. You can also do this after adding dots to your line. 8 Tap Shape Style on the Shape menu. This will open all the available styles for your line. 9 Select a dotted style. This will turn the selected line into a dotted line. You can size and position it however you want. Advertisement Ask a Question Advertisement Written by: wikiHow Technology Writer This article was co-authored by wikiHow staff writer, Rain Kengly. Rain is a tech writer and editor for wikiHow with over 5 years of professional writing experience. In the past, Rain has worked with other creative writers as a Writing Tutor at San Francisco State University and has published gaming features, guides, and news articles for a variety of media outlets. Rain shares a lifelong passion for writing and gaming and is eager to grow alongside new tech inventions. This article has been viewed 307,520 times. Co-authors: 5 Updated: January 31, 2025 Views: 307,520 Categories: Microsoft Word Print Send fan mail to authors Thanks to all authors for creating a page that has been read 307,520 times. Best answer: First of all, click on the "Layer Properties" from the "Layer" panel in the "Home" tab. . t Now create a "new layer" and give it the name "Dotted line". After that, double-click on the dotted line layer to make it current. Then click on the "Continuous line type" How do you draw dots fast? FAQ How do I change a linetype to a dashed line in AutoCAD?Select the objects. Right-click in the drawing area, and choose Properties from the shortcut menu. In the Properties Inspector, click Linetype, and then the down arrow. From the drop-down list, choose the linetype that you want to assign to the objects. Why dotted lines are not showing in AutoCAD layout?In most cases, your issue will be related to linetype scale (LTSCALE) as it relates to Paper Space linetype scale (PSLTSCALE). However, you may have your measurement units mistakenly set to Metric when your drawing is meant to be in Imperial units (or vice versa), which can also affect the appearance of dashed lines. Why are my lines dashed in AutoCAD?Causes: The linetype scale is too large or too small for the size of the affected object. There is a problem with the display driver on the system. The linetype property of the line itself is Continuous, while its layer is assigned the desired linetype. See also How to make a dotted line in autocad ?What is Linetype in AutoCAD?Linetype in AutoCAD is defined as the pattern of symbols, dots, text, dashes, continuous lines, etc. We can adjust the line width and Linetype according to the requirements. It is also used in layers, where we can define different LineTypes for different layers. How do you add a dotted line in paint?Make a line dotted or dashed Under Drawing Tools, on the Format tab, in the Shape Styles group, click the arrow next to Shape Outline. If you do not see the Drawing Tools or Format tabs, double click the line to make sure that you selected it. Point to Dashes, and then click the line style that you want. What does a dashed line mean?"Dashed line" means a line made up of short strokes with breaks in between. You would put the pencil down, draw a short distance, pick it up and move it just a little, then put it down and draw another short stroke, etc. How do you change line type in AutoCAD? Click the linetype of the layer you wish to change. By default all layers are created with a continuous linetype. The linetype will be added to the list of available linetypes in the Select Linetype dialog box. See also How to import a jpeg into autocad ?How do I make different lines in AutoCAD? Click Home tab > Draw panel > Line. Find. Specify the start point and end point of the line segment by clicking in the drawing area. Continue specifying additional line segments. Press Enter or Esc when done or enter c to close a series of line segments. What are different line types? Vertical. Horizontal. Diagonal. Zigzag. Curved. How do you add a dotted line in Word?To use a line shortcut, first, open your document with Microsoft Word. Next, place your cursor where you want to add a dotted line in your document. Type the asterisk sign ("*") three times in your document. Now, press Enter, and Word will convert your asterisks into a dotted line automatically. How do you create a dotted line in Illustrator?Wondering how to make a dotted line in Illustrator? The simplest way is to draw a line, open the appearance panel (F6 or Shift+F6 on Mac) and the stroke palette, check the dashed line option, and choose a rounded cap, setting the weight and gap values. How do you make a dotted line stroke in Illustrator? Create a line or shape using the line segment tool (/) Go to the Appearance section of the Properties tab on the right-hand side. Click Stroke to open the stroke options. Tick the box marked Dashed Line. Enter values for lengths of dashes and gaps in between. See also How to set scale in autocad ? If you teach a classroom of budding young scholars, you realize that the first steps on lifelong learning involve the fine skill of reading and writing. One way to help young children learn how to write is to work with individual letters. A common method of teaching the individual letters is to provide practice pages that have the letters formed with a series of dots or dashes. The children can then follow the dashes or connect the dots to create the letters themselves. If you need to create such practice pages, then finding a font that will do the dotted or dashed letters is important. Fortunately, there are many sources from which you can find such fonts. The following are just a few of the Web sites from which you can download the font for free: If the above fonts aren't exactly what you want, you might also check out some specialty fonts or fonts that emulate old dot-matrix printers. There are more dots that make up the letters, and they are closer together. Here are a few places to look: If you don't mind paying a few dollars, you can also find fonts like this at the following Web sites: kingskid/Print_Fonts/font.htm Make sure you take the time to look around and determine which font will work best for your needs. All of the fonts are slightly different, and will therefore produce different results. You can even take your efforts a step further, and find places on the Web where the practice pages are already put together for you. Here are just a few of the many places where you can find such resources: WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (369) applies to Microsoft Word 97, 2000, 2002, and 2003.