

## Application: Word – Automatically Inserting Lines

You can use this feature to insert lines into your document using the keyboard.

1. Position the Insertion point at the left margin and type at least 3 of the following characters and press **ENTER**. The line will fill from the left to the right margin.

**Tip:** Lines are entered with the **Automatic** font colour. If you want to enter specific colours you would need to use **Home > Paragraph > Borders** and insert a coloured line.



- Type **3 (or more) Underscores** (Shift and Hyphen) and press **ENTER**. The result will be:



- Type **3 (or more) Hyphens** and press **ENTER**. The result will be:



- Type **3 (or more) equal signs** and press **ENTER**. The result will be:



- Type **3 (or more) asterisks** and press **ENTER**. The result will be:



**Tip:** The line inserted may differ slightly between Word Versions.

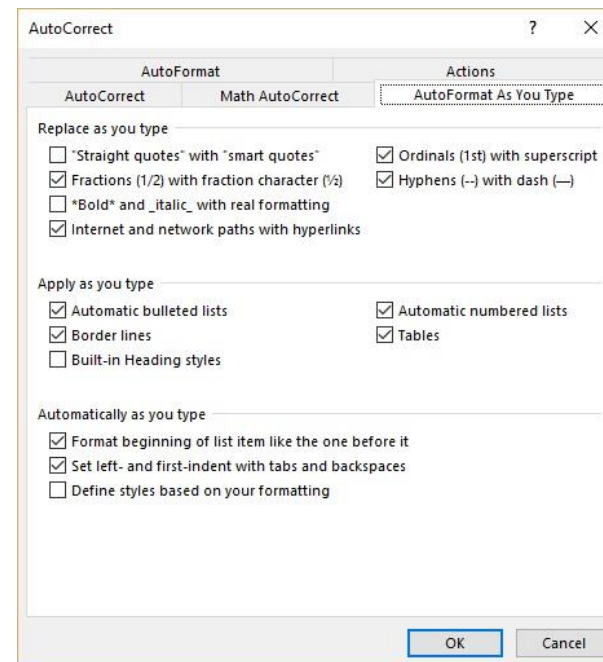
**Tip:** If you want to delete the line you will need to delete the paragraph it is positioned under



### Turning off the AutoFormat As You Type for lines

Word Options controls whether the lines are automatically formatted or not. You can turn this off if it is no longer required.

2. Click **File > Options > Proofing**.
3. Click **AutoCorrect Options**. The AutoCorrect dialog box will be displayed. Select the **AutoFormat As You Type** tab.



4. Select or deselect the **Border lines** check box.
5. Click on **OK**.