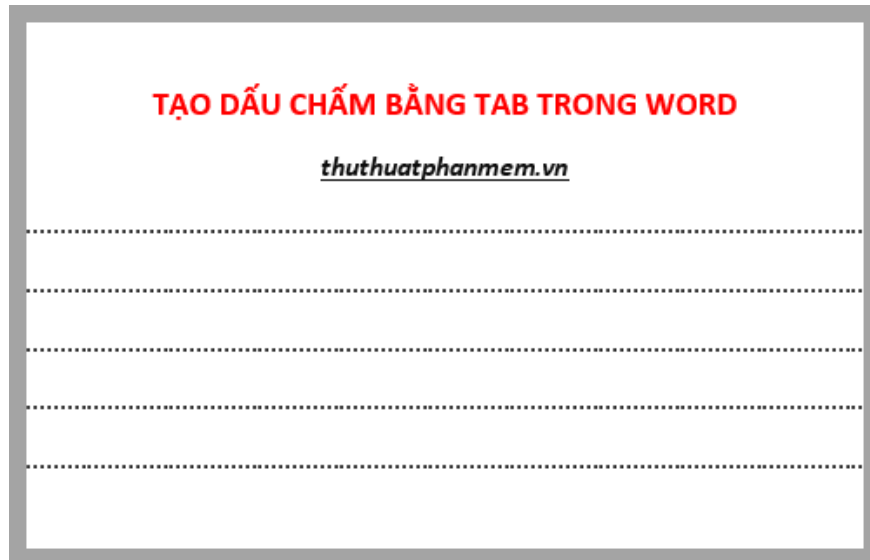


# Create dots in Word, how to create dots lines, tab line dots (.....) in Word

Create dots in Word, how to create dots lines, tab line dots (.....) in Word. Students writing essays, projects, or paper forms will often have dotted lines to fill in the content. If you often have to draft these documents, you cannot enter them

Students writing essays, projects, or paper forms will often have dotted lines to fill in the content. If you often have to draft these papers, you cannot manually enter the dots because it will take a lot of time. You can create dotted lines quickly by using tabs in Word, for details please refer to the article below.



Quickly create a dotted line with Tab, you do the following:

## Step 1: Determine the length for Tabs.

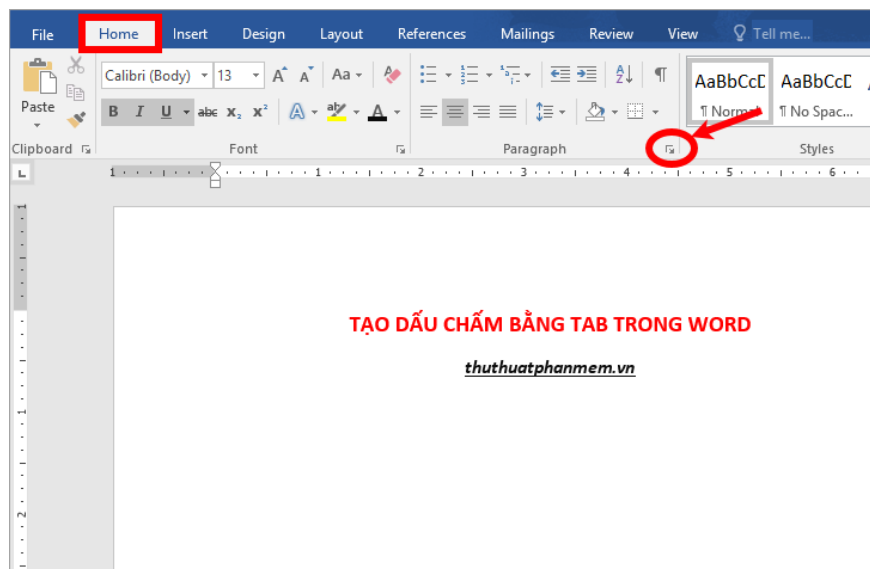
You determine the length of the **Tab** by left-clicking on the ruler (ruler bar) of Word file, on the ruler of Word will appear the **Tab** icon at the position you choose as shown below.



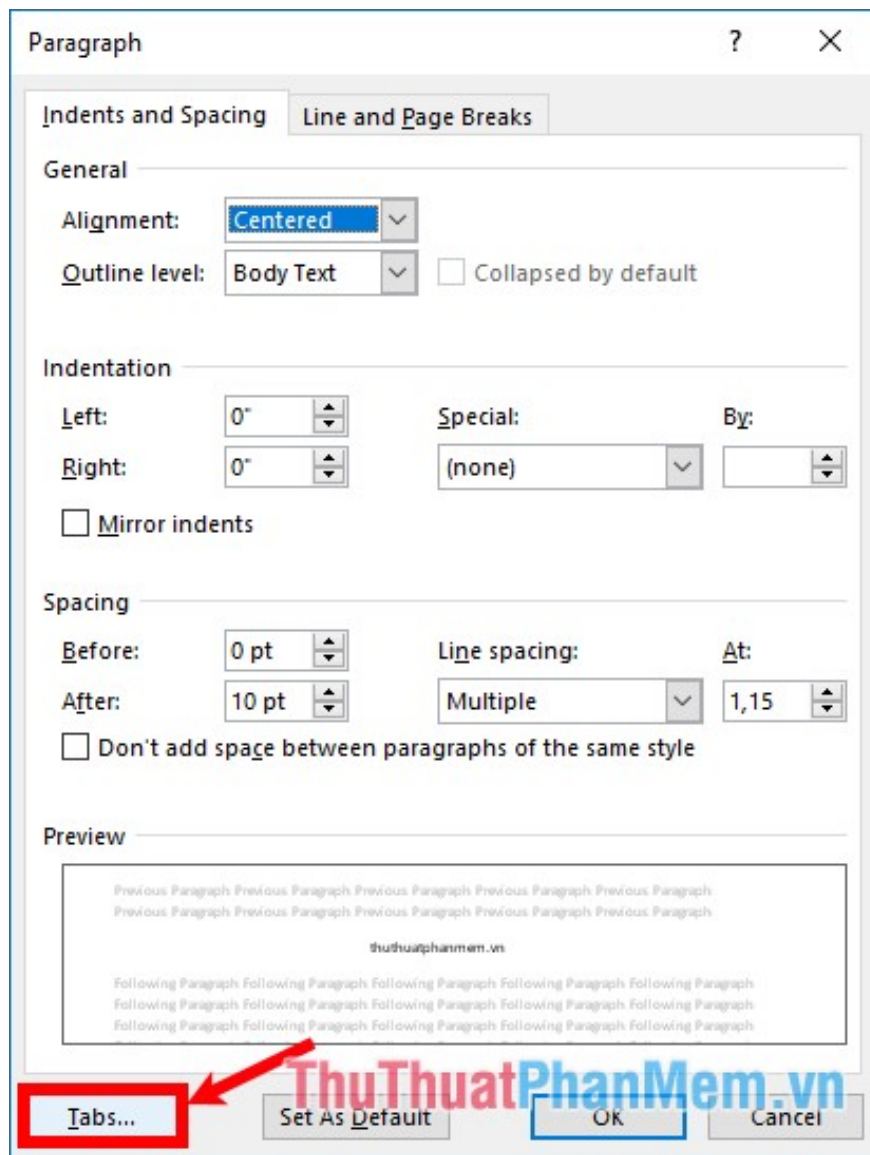
If on the Word file you do not see the ruler bar, see the article on how to display the ruler bar in Word <http://TipsMake.vn/cach-bat-tat-ruler-thanh-thuoc-ke-can-chinh-le-in-word/>

## Step 2: Open the Tabs dialog box.

Next you choose **Home -> Paragraph Settings icon**.



**Paragraph** dialog box appears, select **Tabs** to open the **Tabs** dialog box .

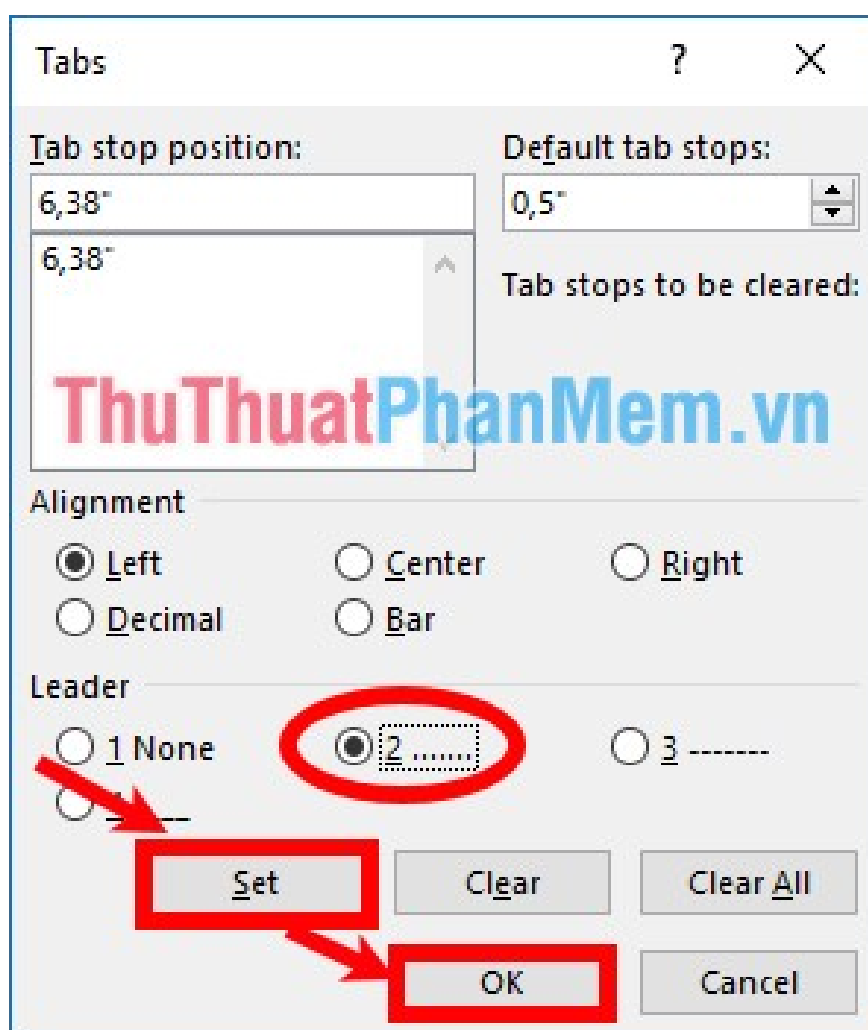


Or you can quickly open the **T**abs dialog box by double-clicking on the **T**ab position in the ruler you have just selected.

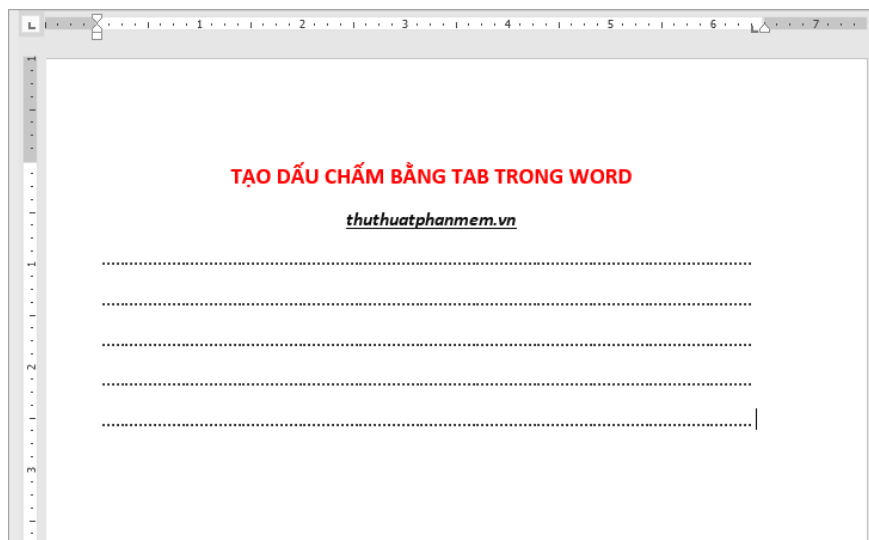


### Step 3: Set up Tabs.

On the **Tabs** dialog box, select the dot style for **Tab** in the **Leader** section, then select **Set** and **OK** to save the settings.



So to create a dotted line, instead of entering each dot, simply press the **Tab** key on the keyboard, the dotted line will be created.



Above is how to create dots in Word with tabs, with very simple actions, you can quickly create dotted lines in Word. Hope this article will help you. Good luck!

You finished reading the article "**Create dots in Word, how to create dots lines, tab line dots (.....) in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.