

Create dotted lines (.....) in Word

While editing you need to have the lines are put by the dotted line, instead of you press the dot from the beginning to the end of the line, you just need to install Tab to quickly create dotted lines with Tab key.

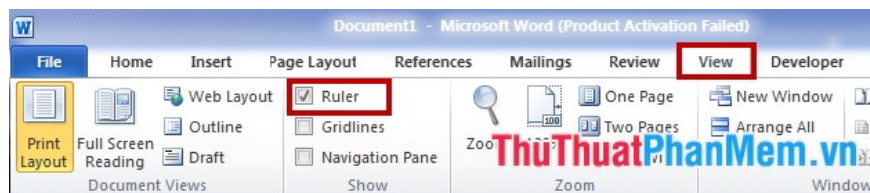
Tabs in Word are heavily used in various features. One of those features is creating dotted lines (.) in Word documents.

While editing you need to have the lines are put by the dotted line, instead of you press the dot from the beginning to the end of the line, you just need to install Tab to quickly create dotted lines with Tab key.

The following article will guide you how to create dotted lines in Word, you follow along.

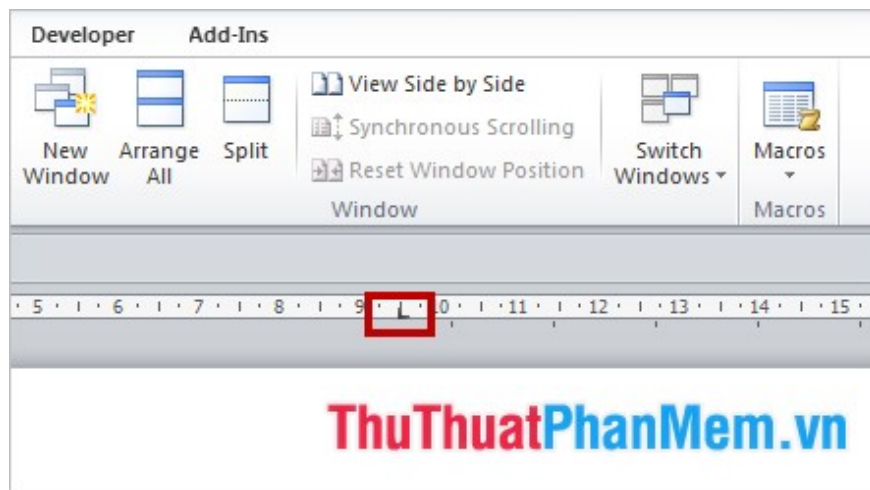
Step 1: Open Word document you need to create dotted lines, if the Ruler bar has not been displayed, then select **View -> tick the Ruler box** .

If the Ruler bar is already displayed, you can skip this step.

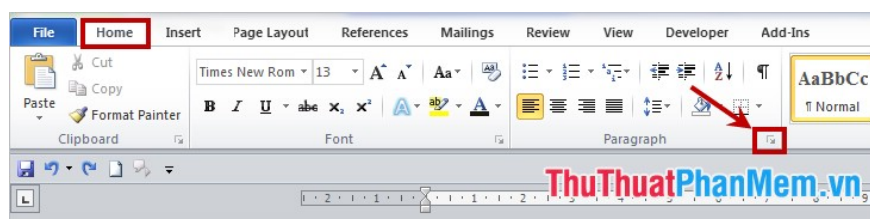


Step 2: Determine the length of the Tab, left-click on the position you want on the Ruler bar, when the Tab icon as shown below is done. You can also hold the Tab icon and drag it to another location if you want.

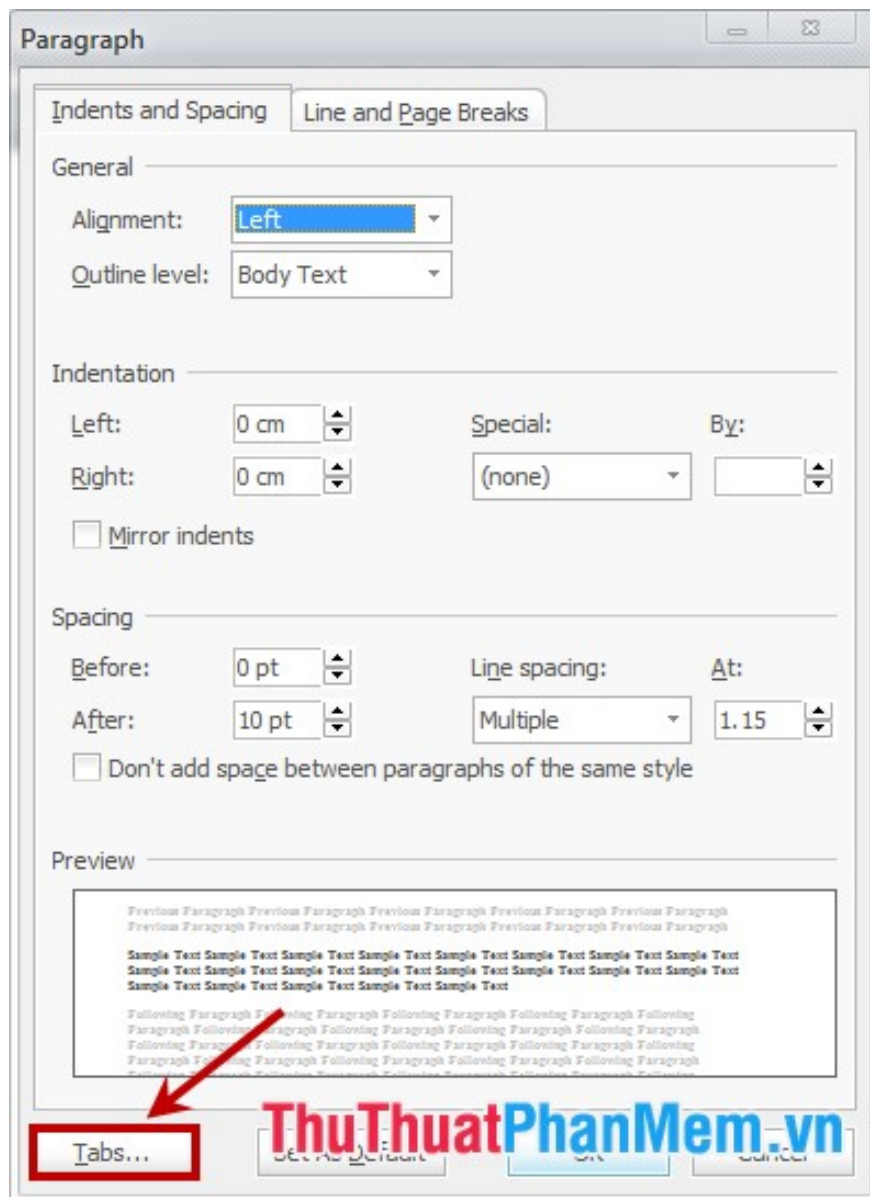
Note: if you want to create a dotted line, then you put Tab position at the end of the line on the Ruler bar.



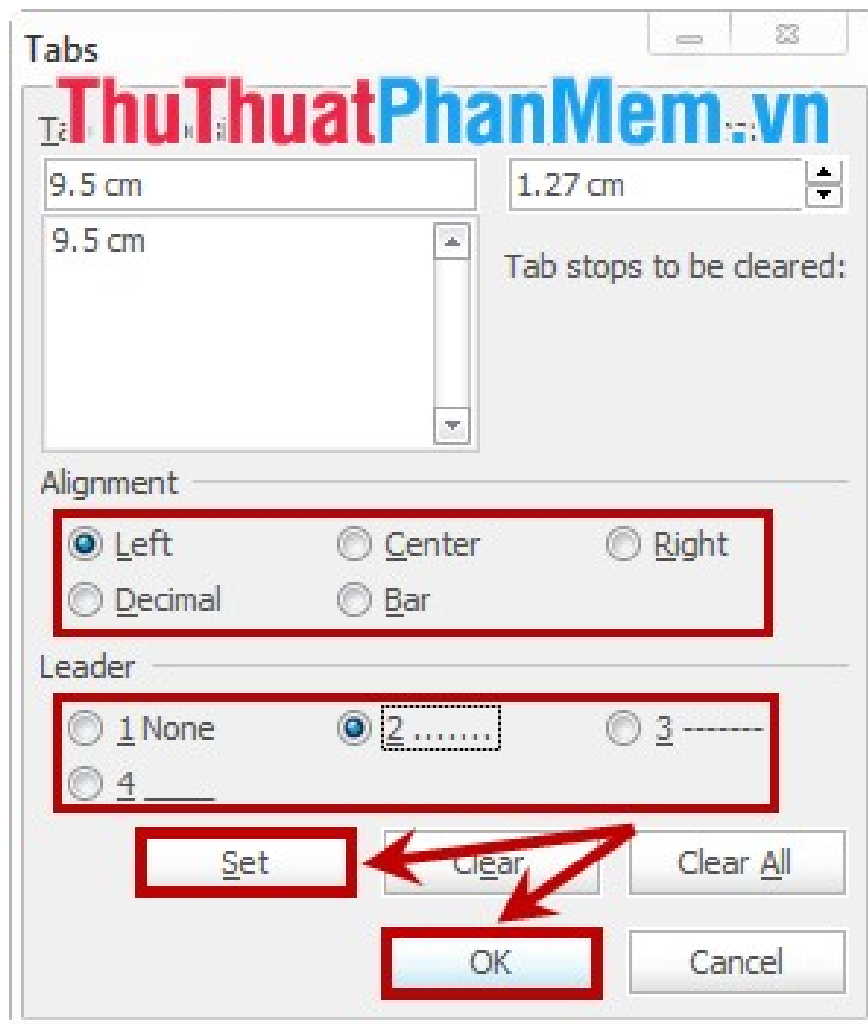
Step 3: Next, select **Home** and select the extended icon in the **Paragraph** to open the **Paragraph** dialog box .



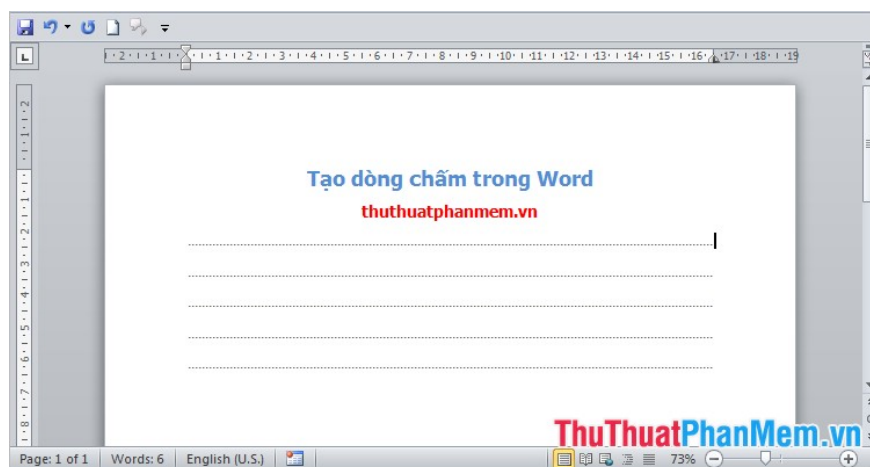
Step 4: In the Paragraph dialog box, select the **Tabs** section at the bottom of the dialog box.



Step 5: In the Tabs dialog box, you can choose the location and the type of Tab after you finish, select **Set** to set and select **OK** to save.



Step 6: After you have set up, if you want to create a dotted line, you just need to press the Tab key on the keyboard, the dotted line will appear.



So with simple settings for the Tab key, you'll quickly create dotted lines in Word documents. You will save time to draft other texts. Good luck!

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