

How to display rules in Word 2013 and 2016 - How to display rule bars in Word 2013 and 2016

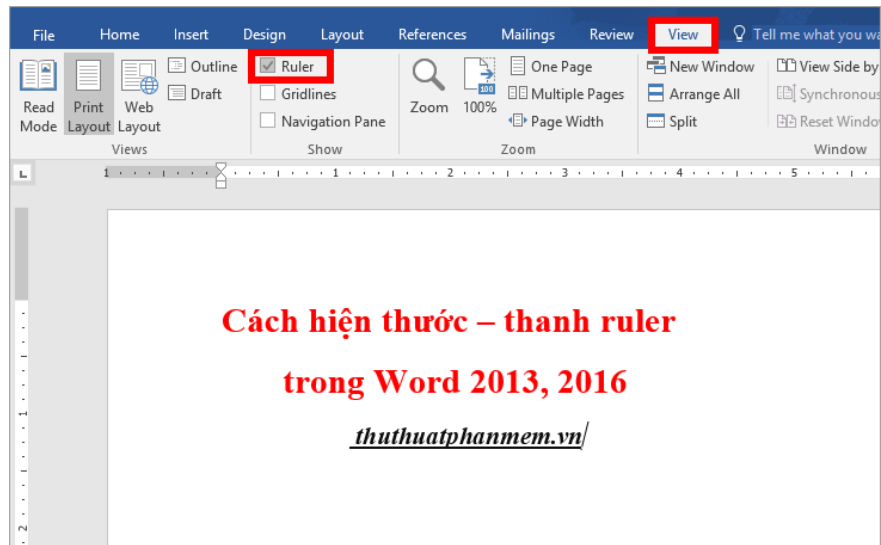
How to show the ruler in Word 2013 and 2016 - How to display the rule bar in Word 2013 and 2016. You use Word 2013 and 2016 to edit documents, but in the process of working, you do not see the vertical and horizontal ruler. . And you guys don't know how to hi yet

You use Word 2013 and 2016 to edit documents, but in the process of working, you do not see the vertical and horizontal ruler bar. But you do not know how to display the ruler in Word, so please refer to the article below.

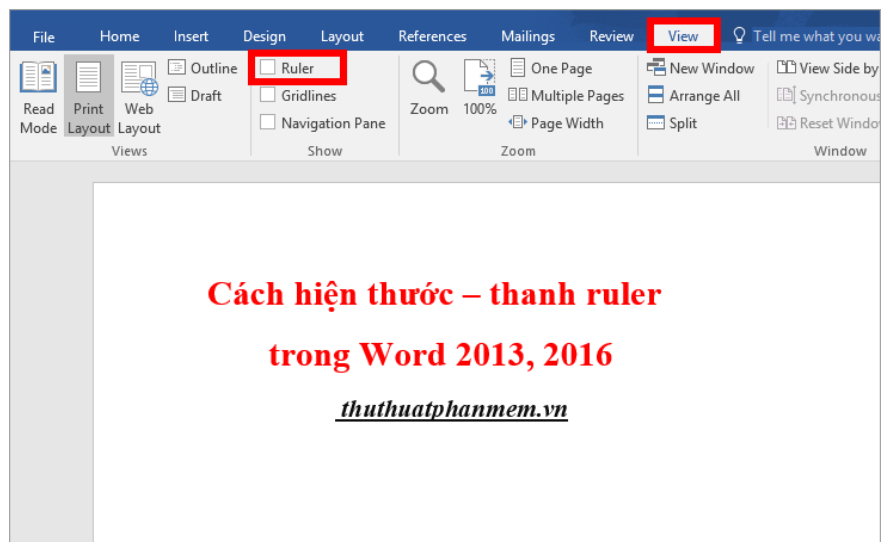


Here is how to show the ruler in Word 2016, with Word 2013 you do the same.

Method 1: On the Word file, select the **View** tab , in the **Show** section, select the check box in the square before **Ruler** to display the ruler (rule bar).



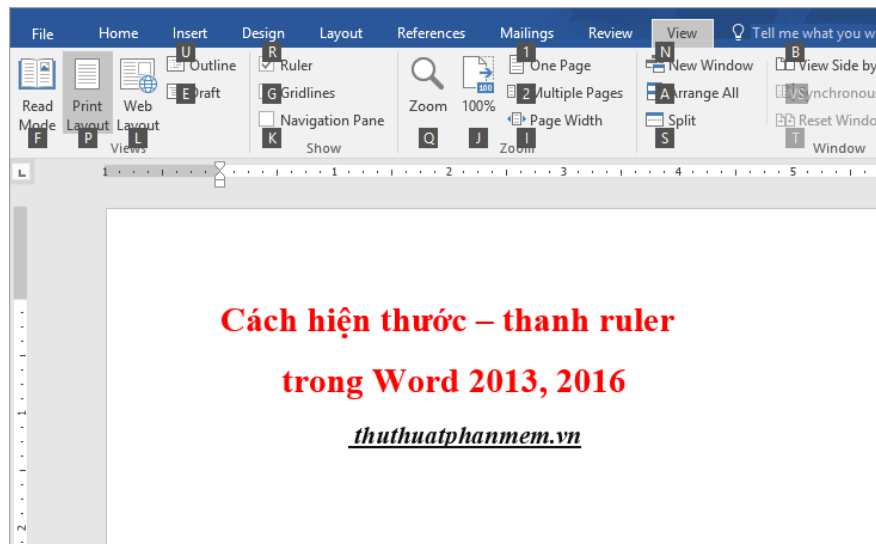
To hide the ruler, deselect the square in front of the **ruler** .



Method 2 : Use the shortcut **Alt + W** , on the **View** tab will appear the shortcut you select **R** to display the **Rule** bar .

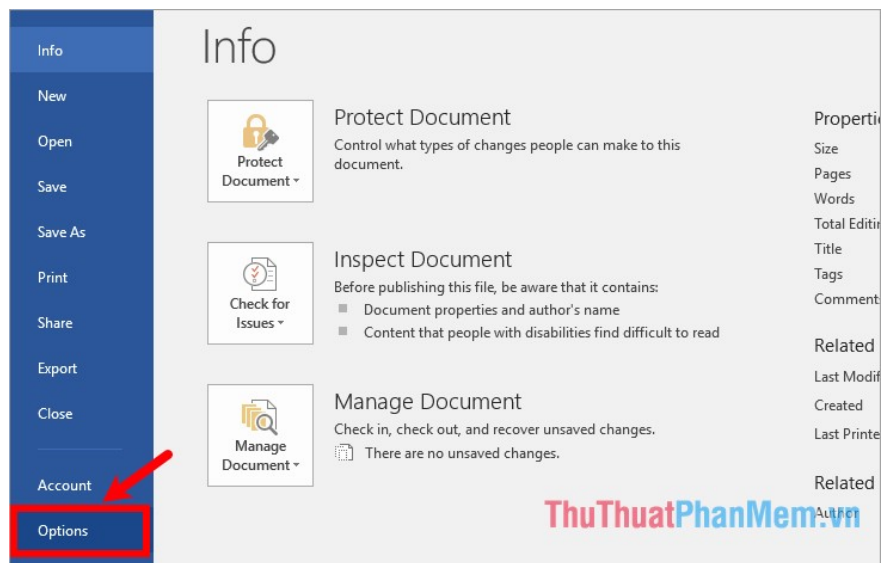


To hide the Rule bar, press **Alt + W** again and select **R**.

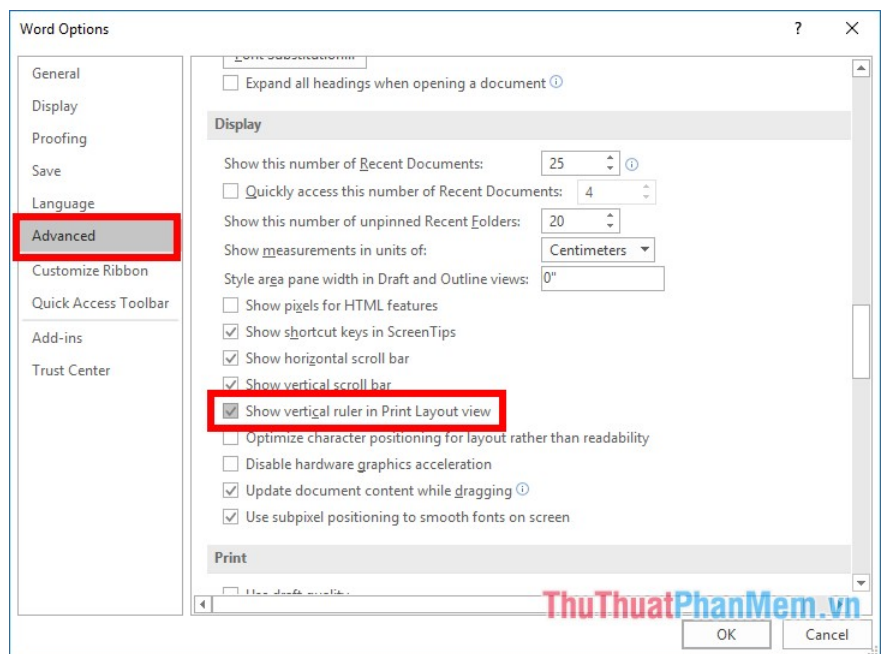


Method 3: If you follow the above two ways and still do not see the vertical ruler, then do the following:

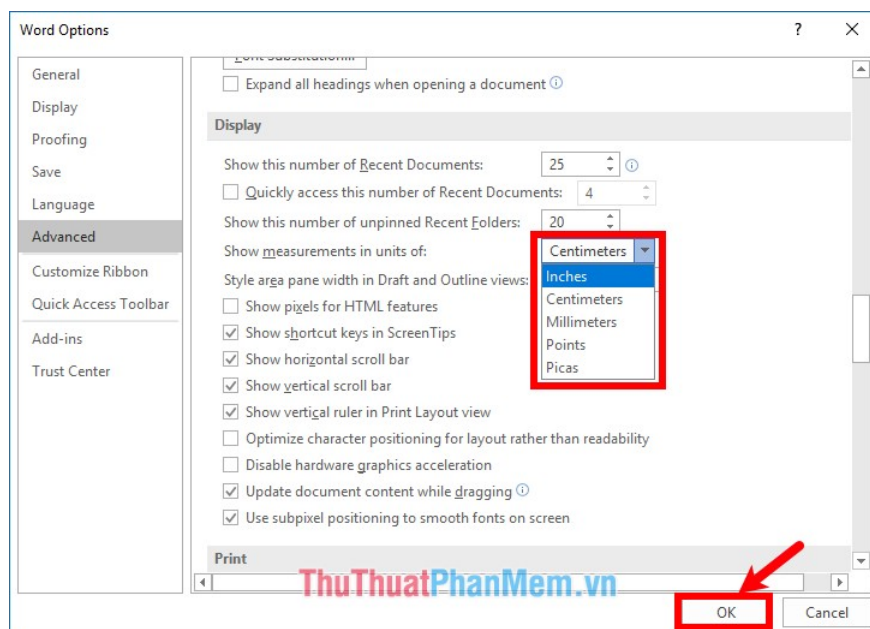
Step 1 : Select **File -> Options**.



Step 2: On the **Word Options** window, select the **Advanced** tab, scroll down to the **Display** section, and select the check box in the box before **Show vertical ruler in Print Layout view**.



In addition, you can choose the measurement unit for the ruler by selecting the unit in the **Show measurements in units of** box after selecting it, click **OK** to close the **Word Options** window .



Thus the vertical ruler will be displayed and the units of the ruler will be changed as you set.



Hopefully, with the ways to show / hide the ruler - the ruler bar in Word 2013 and 2016 that the article has shared, you can display the ruler whenever the ruler is hidden to easily align in the writing process. Good luck!

You finished reading the article "**How to display rules in Word 2013 and 2016 - How to display rule bars in Word 2013 and 2016**" 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.