

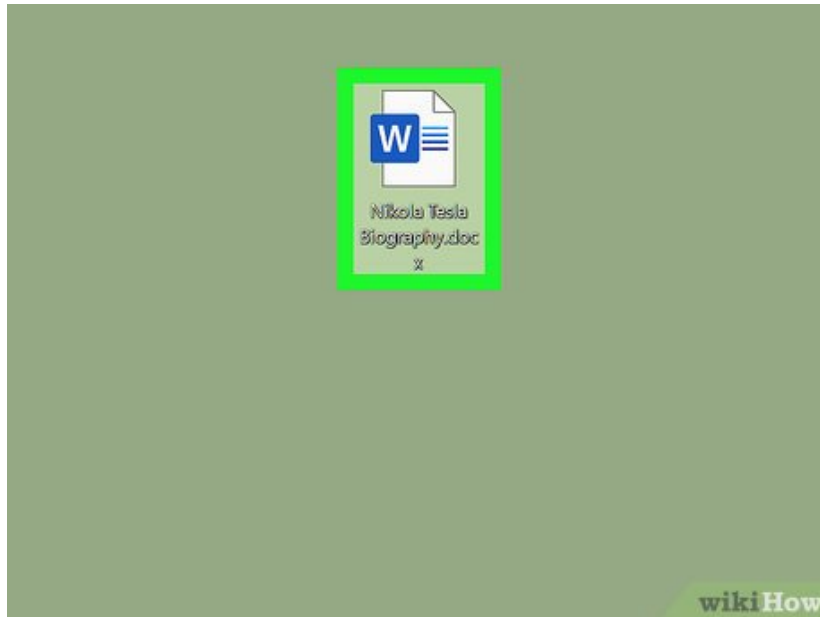
How to Insert a Dotted Line in Word

This wikiHow teaches you how to add a dotted or dashed line anywhere on a Microsoft Word document. You can use an easy keyboard shortcut to add a dotted line across the page in all desktop and mobile versions of Word. If you want a line...

Method 1 of 3:

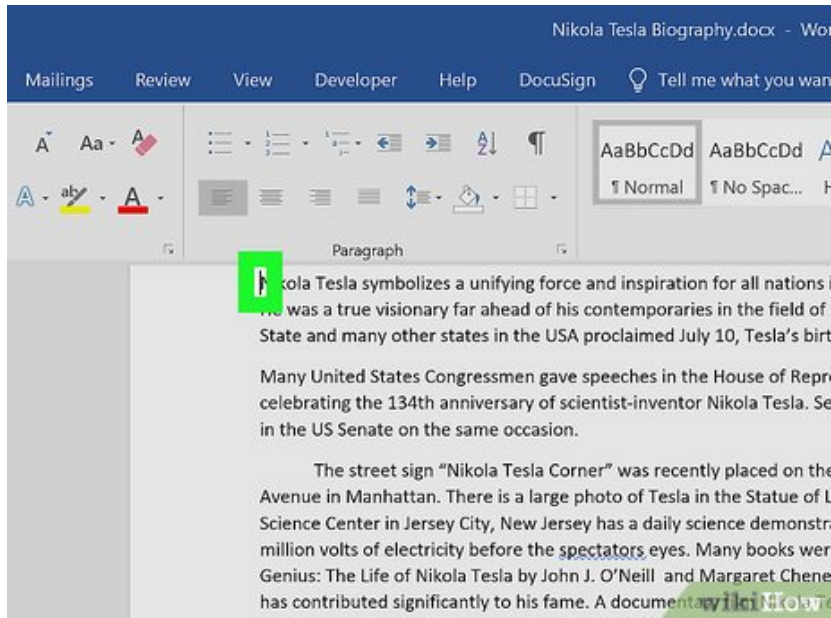
Using a Keyboard Shortcut

1.



Open the Word document you want to edit. Find and double-click the document on your computer, or open the Word app, and select the document you want to edit.

1. Alternatively, you can open a new, blank document.
2. You can use this keyboard shortcut in all desktop and mobile versions of Word.



2.

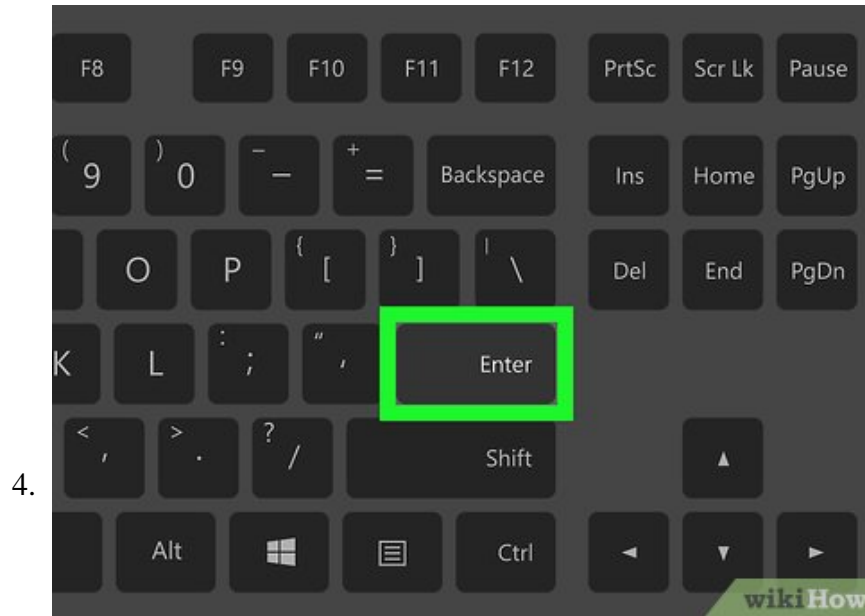
Click where you want to add the dotted line. You can create a dotted, horizontal line anywhere on the page.



3.

Type ******* on your keyboard. This shortcut will allow you to create a dashed line across the page.

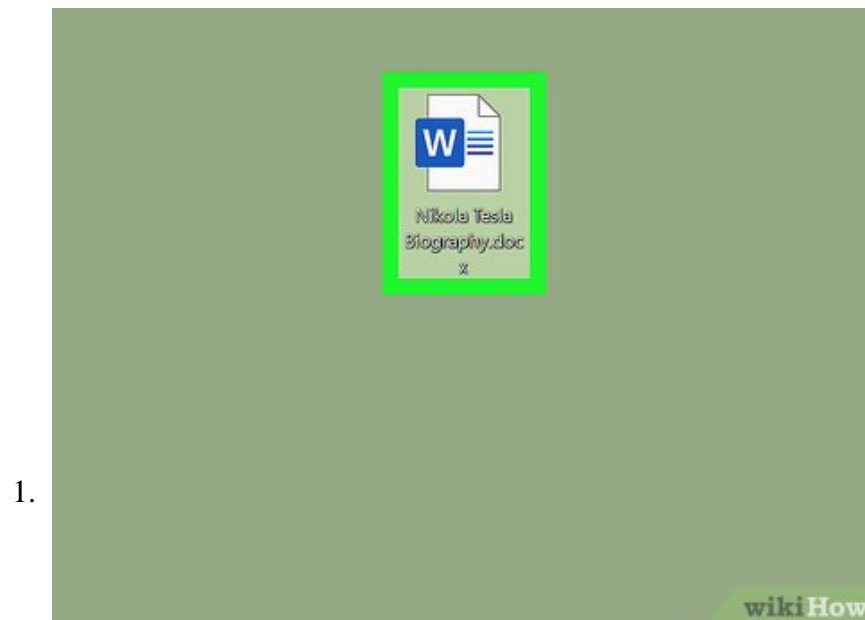
1. Alternatively, you can use `---`, `===`, `___`, `###`, or `~~~` for different line styles.



Press **Enter** or **Return** on your keyboard. This will create a horizontal, dotted line across the page.

Method 2 of 3:

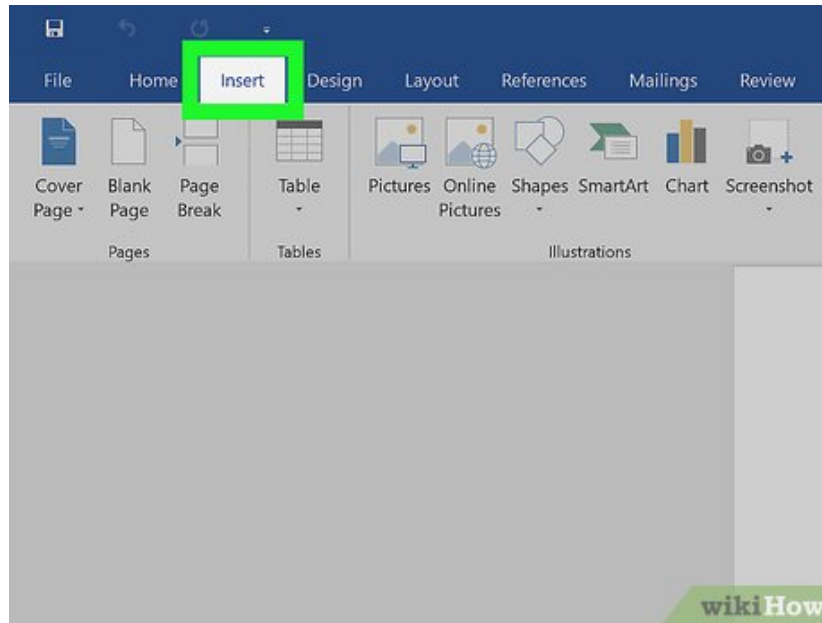
Using the Insert Tool on Desktop



Open the Word document you want to edit. Find and double-click the document on your computer, or open the Word app, and select the document you want to edit.

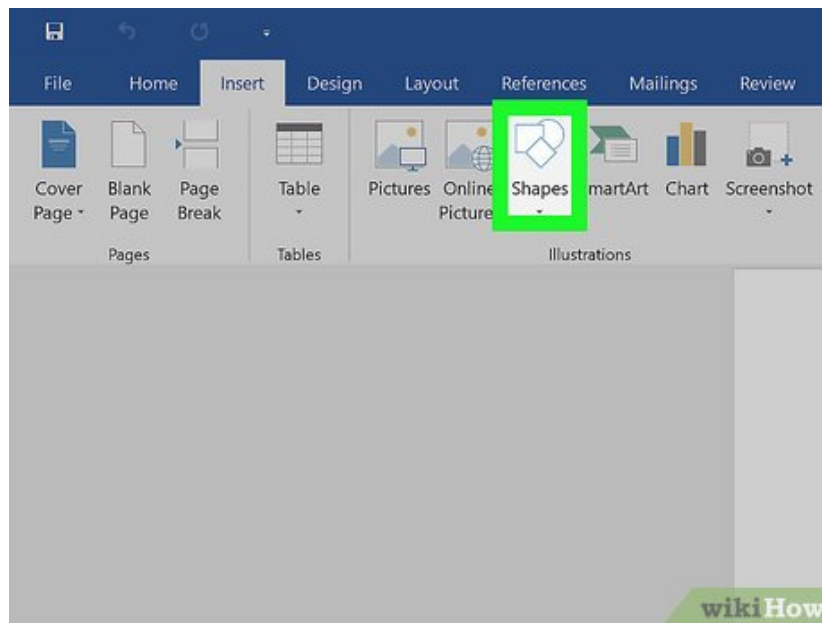
1. Alternatively, you can open a new, blank document.

2.



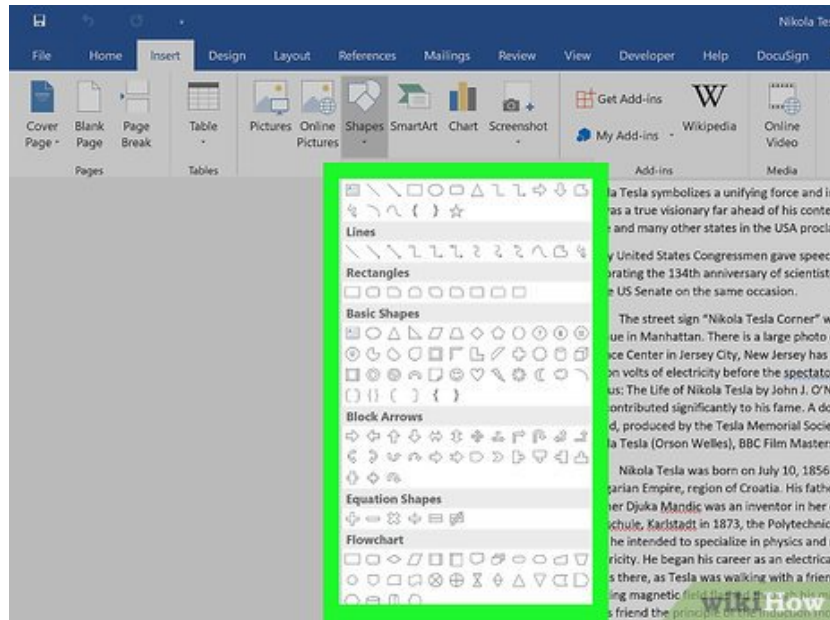
Select the **Insert** tab on the toolbar. You can find this button above the toolbar panel at the top.

3.



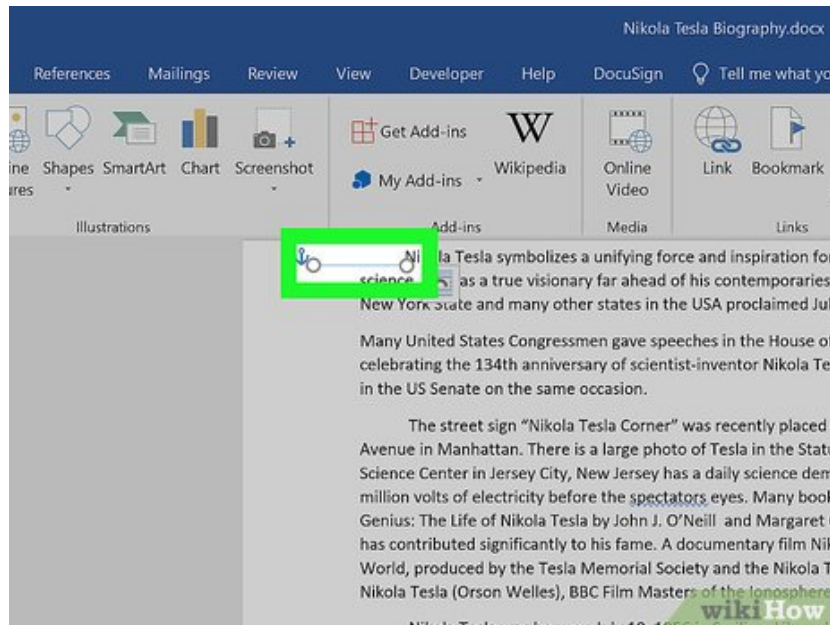
Select **Shapes** on the **Insert** toolbar. This button looks like a triangle, square and circle on the toolbar panel. It will open a pop-up menu of shapes.

4.



Select the type of line you want to add. You can make any line dotted later.

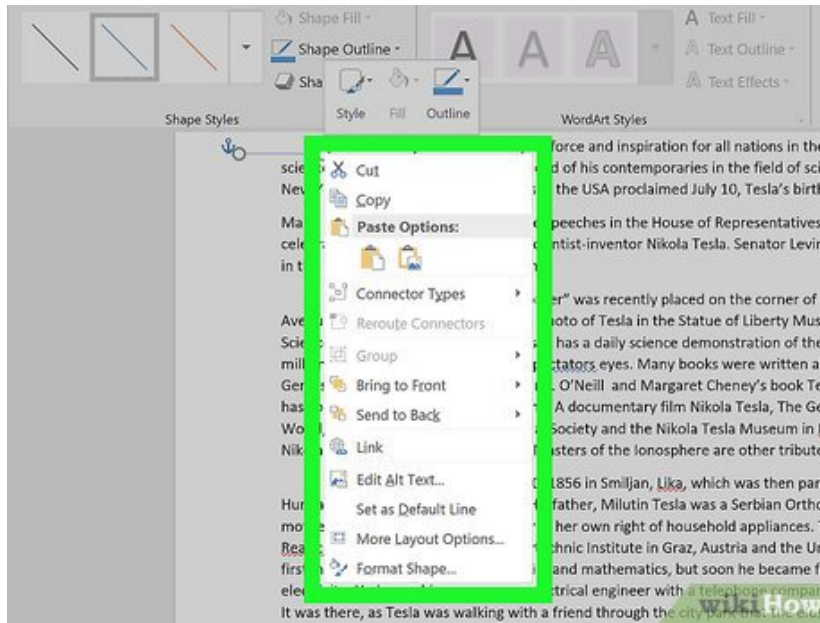
5.



Click and draw a line on the document. After selecting a line shape, use your mouse to draw a line wherever you want on the document.

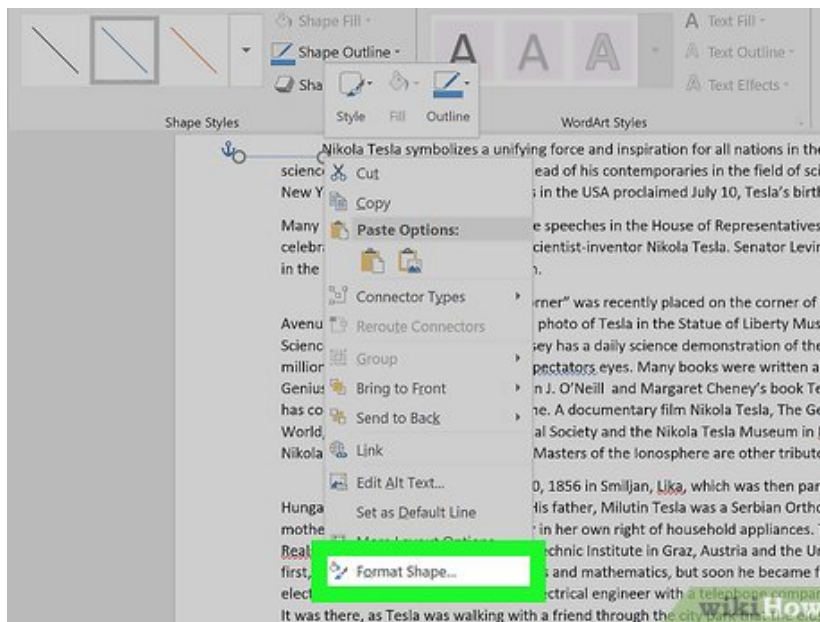
1. After drawing, you can click and drag the corners of the line shape, and change its size, angle, or position.
2. You can click and drag the line anywhere on the document.

6.



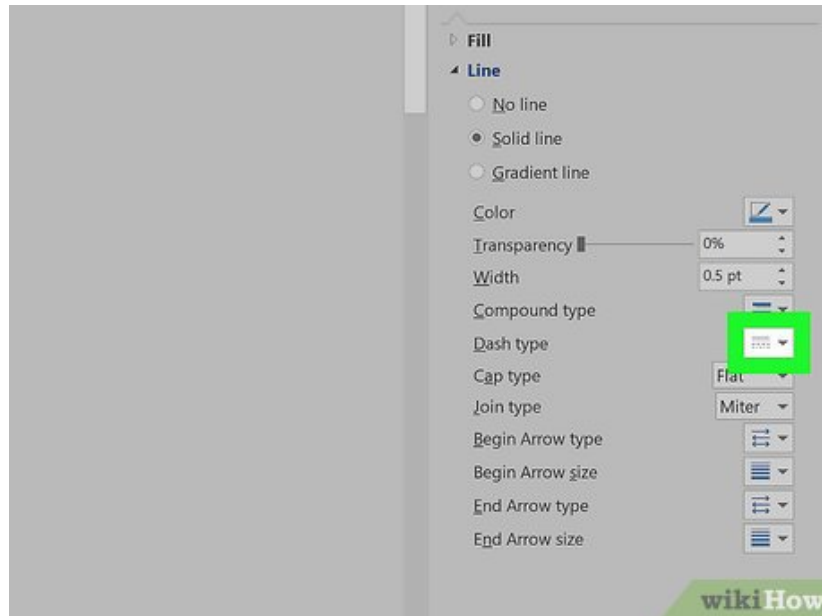
Right-click on the line. This will open your right-click options on a drop-down menu.

7.



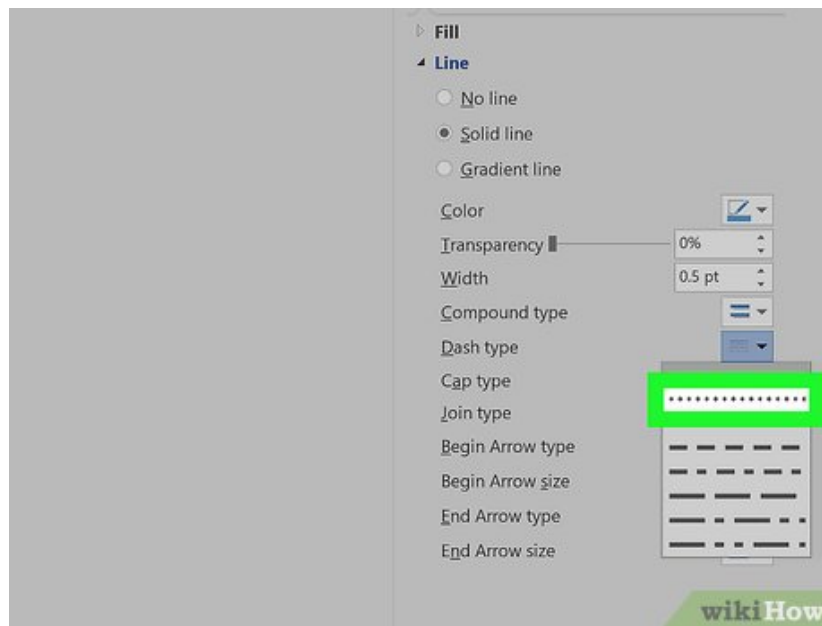
Click **Format Shape on the right-click menu.** This will open the formatting panel on the right-hand side.

8.



- Click the **Dash type** selector on the formatting panel.** This will show your dot and dash options.
1. If you don't see this option at first, click the paint bucket icon on the top-left of the "Format Shape" panel, and click **Line** on this menu to extend your options.

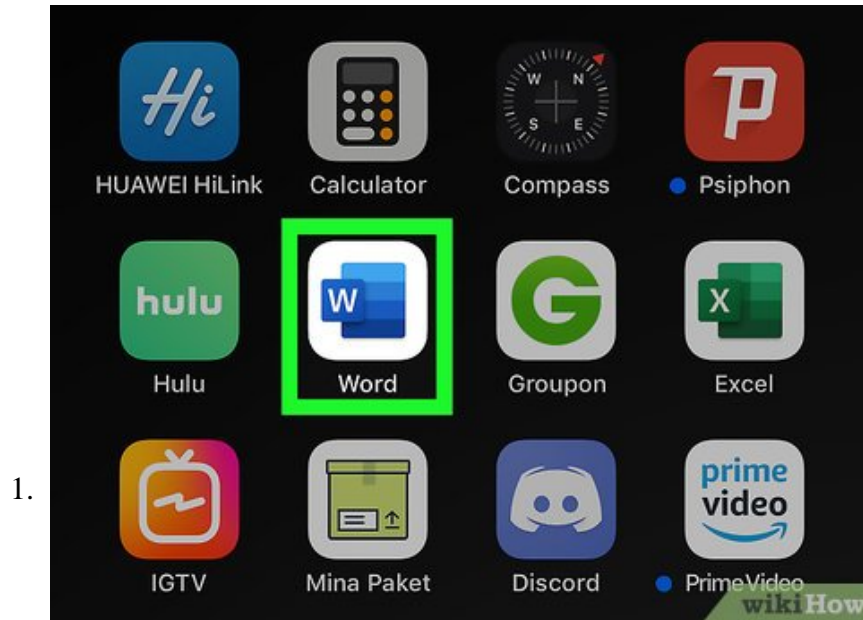
9.



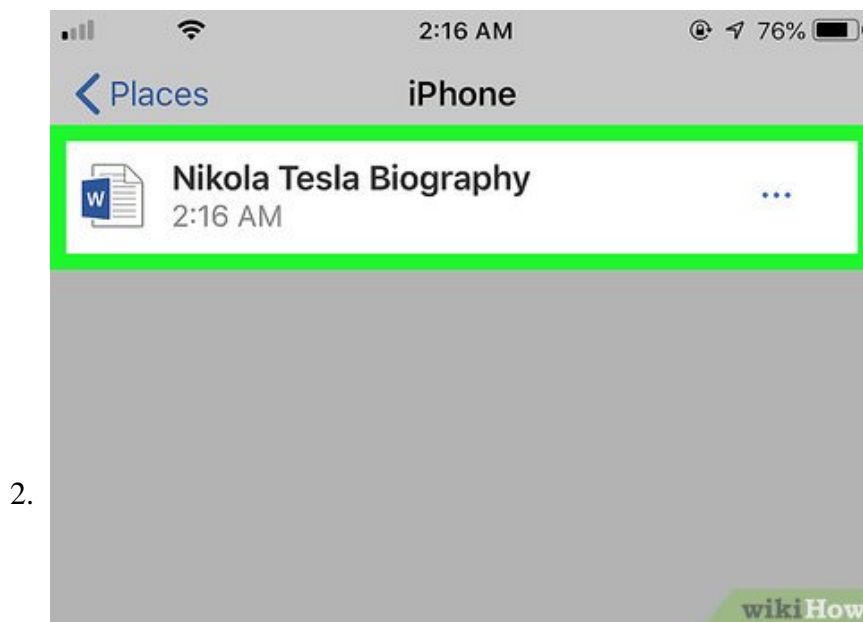
- Select a dot or dash type.** This will instantly turn your line into the selected dot or dash style.
1. You can further adjust your line's **Width**, **Transparency**, and other properties here.

Method 3 of 3:

Using the Insert Tool on Mobile

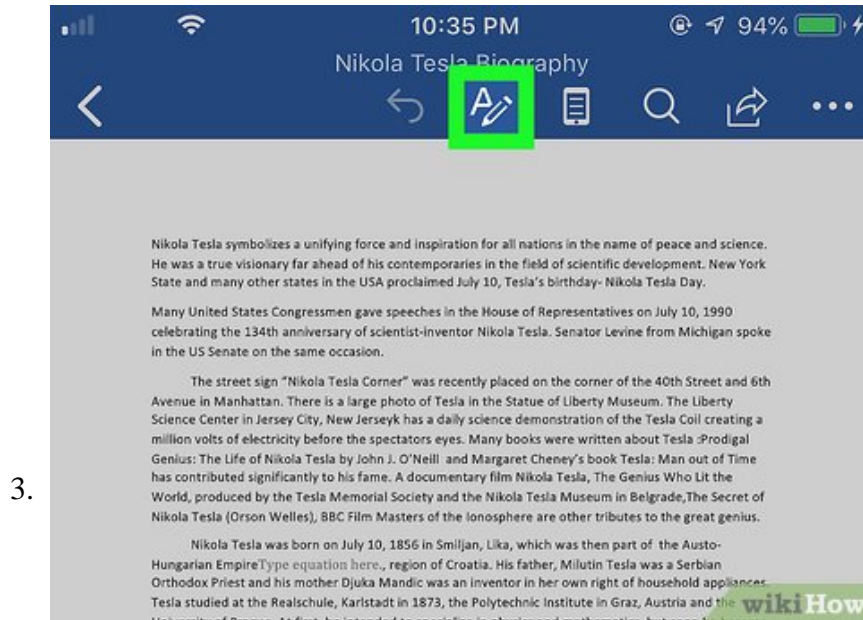


Open the Word app on your phone or tablet. The Word icon looks like a blue-and-white document page. You can find it on your home screen or on the Apps tray.



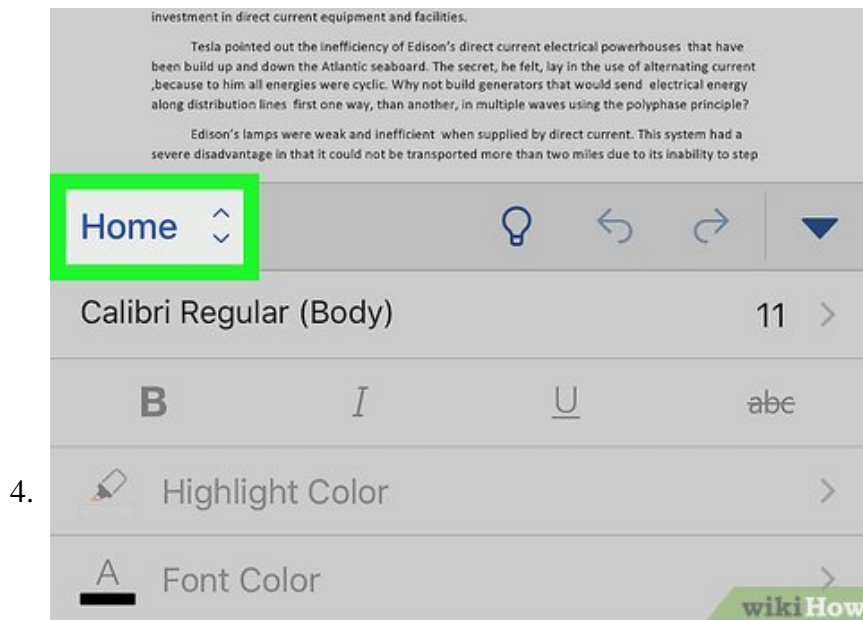
Select the document you want to edit. This will open the document.

1. Alternatively, you can create a new, blank document.

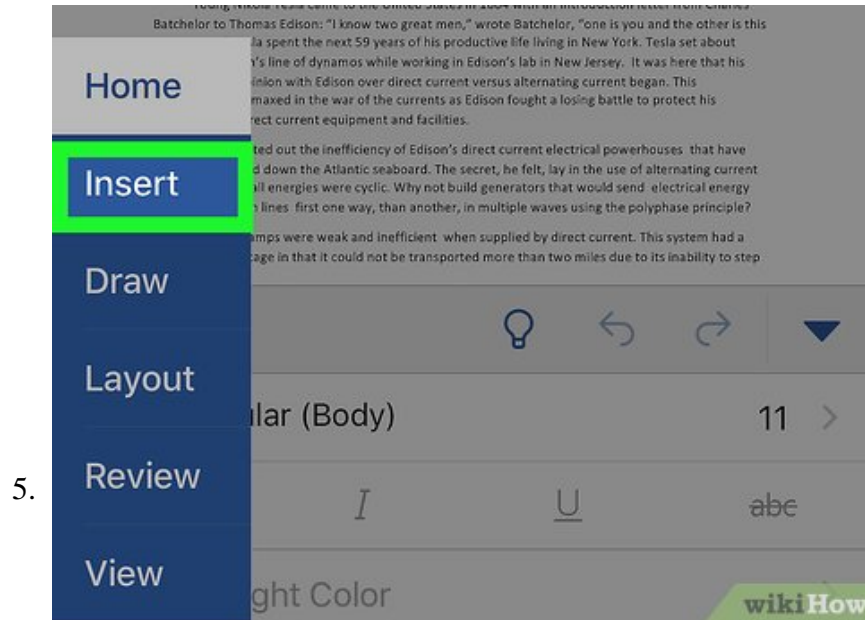


Tap the "Edit" icon at the top. It's on the blue toolbar at the top. This will open the editing menu in the bottom half of your screen.

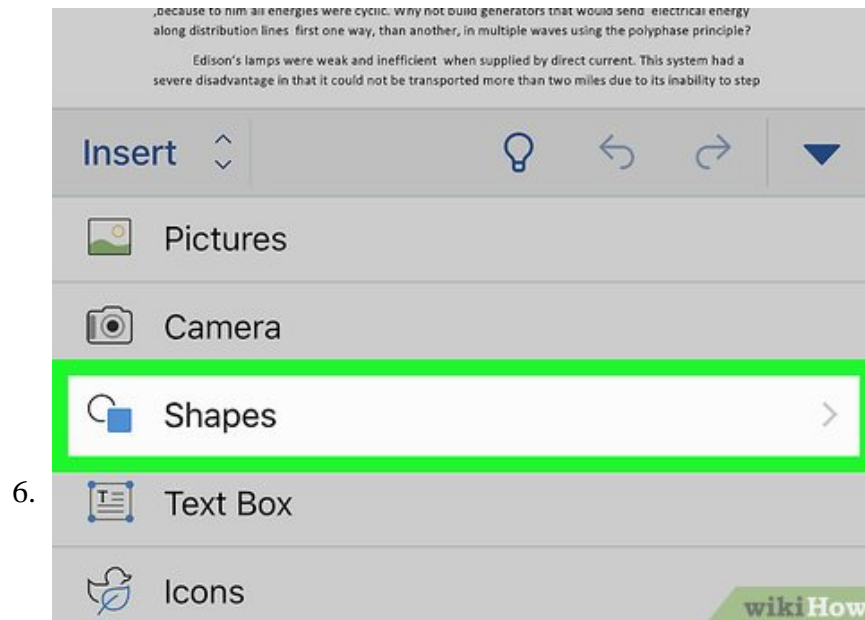
1. On **iPhone/iPad**, this button looks like a white "A" and a pencil icon on the blue toolbar.
2. On **Android**, you may find the same icon or just a white pencil.



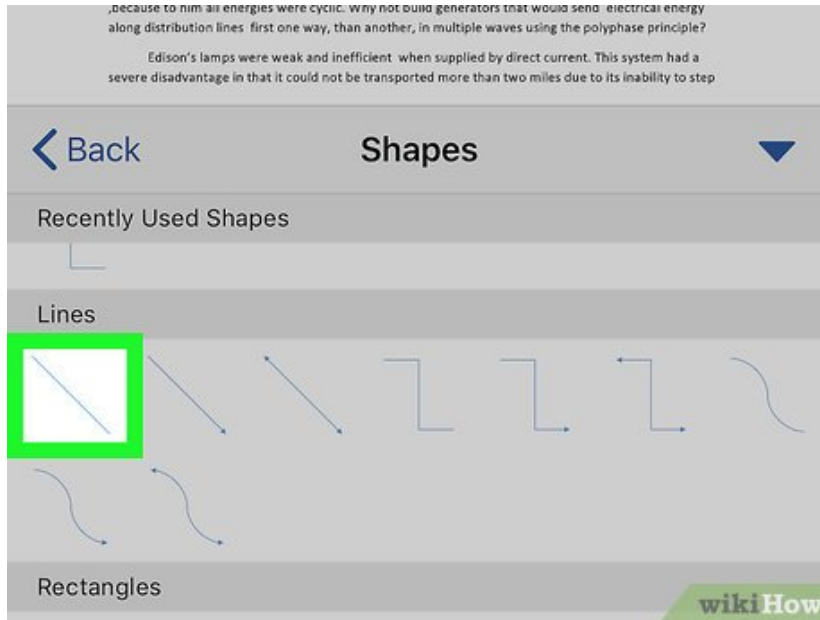
Tap the **Home** button. It's in the upper-left corner of the toolbar menu at the bottom. This will open your toolbar tabs.



Select **Insert** on the toolbar menu. This will open the available options.



Select **Shape**. This will open a menu with all the available shapes you can add.



7.

Select the type of line you want to add. This will add the selected line to your document.

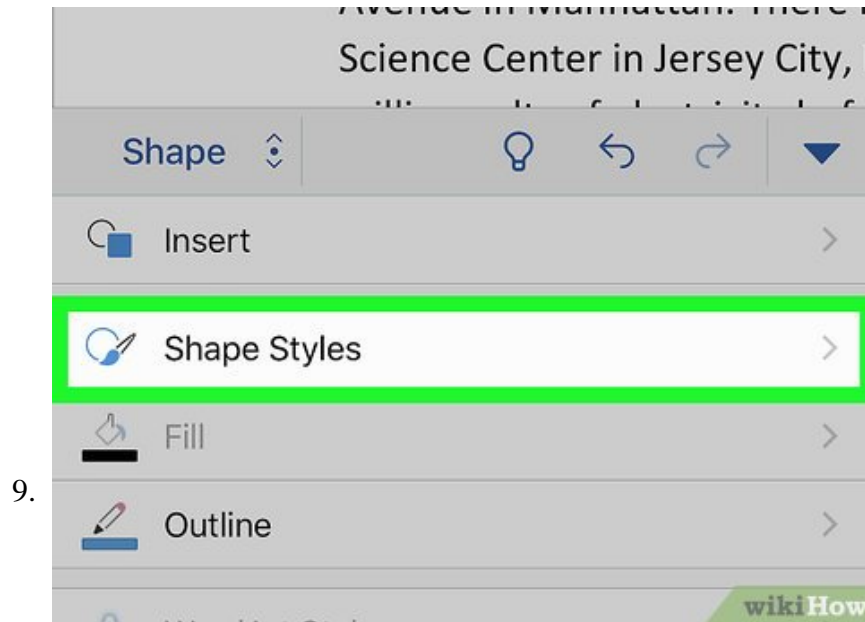
1. You can add dots to your line later.



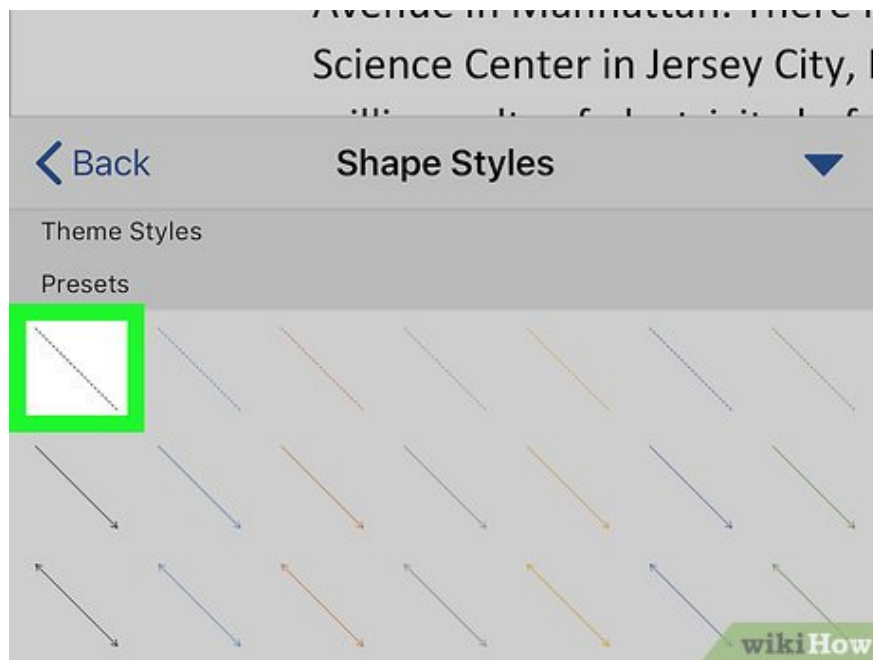
8.

Drag the blue end-points of the line to adjust the line (optional). You can adjust the size and position of your line from the blue dots on both ends of the shape.

1. You can also do this after adding dots to your line.



10. **Tap **Shape Style** on the Shape menu.** This will open all the available styles for your line.
10. **Select a dotted style.** This will turn the selected line into a dotted line. You can size and position it however you want.



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