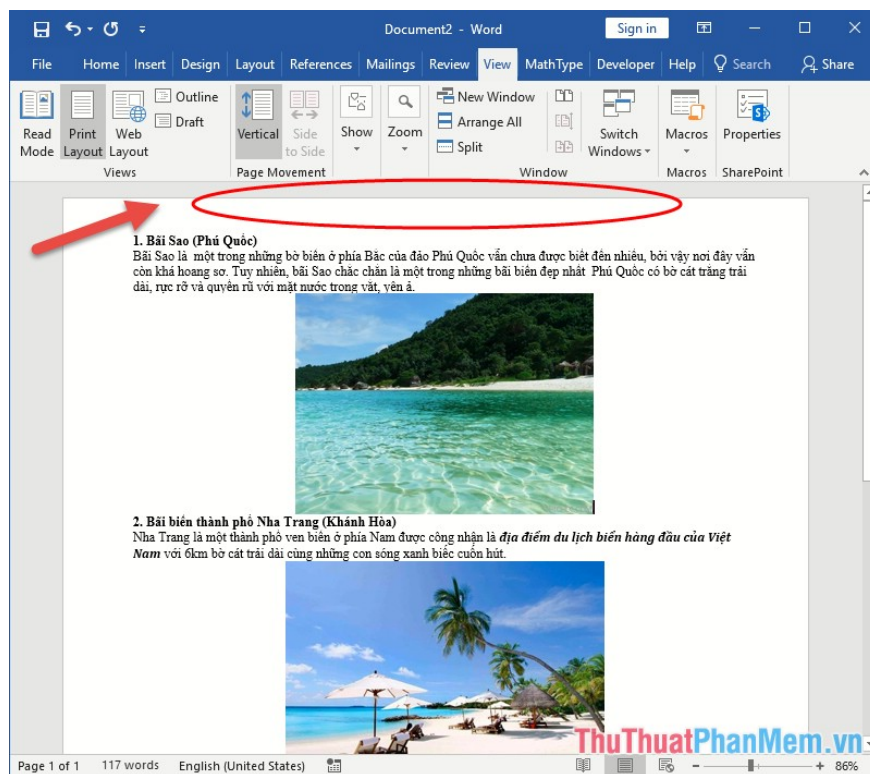


How to turn Ruler on and off, ruler bar aligning margins in Word

To help you format standard Word documents and quickly the Ruler ruler is an indispensable tool, it helps you to quickly format specially to help all paragraphs of the indentation follow the standard. The following article helps you turn on and off the bar

To help you format standard Word documents and quickly the Ruler ruler is an indispensable tool, it helps you to quickly format specially to help all paragraphs of the indentation follow the standard. The following article will help you turn on and off the ruler when needed in Office 2016.

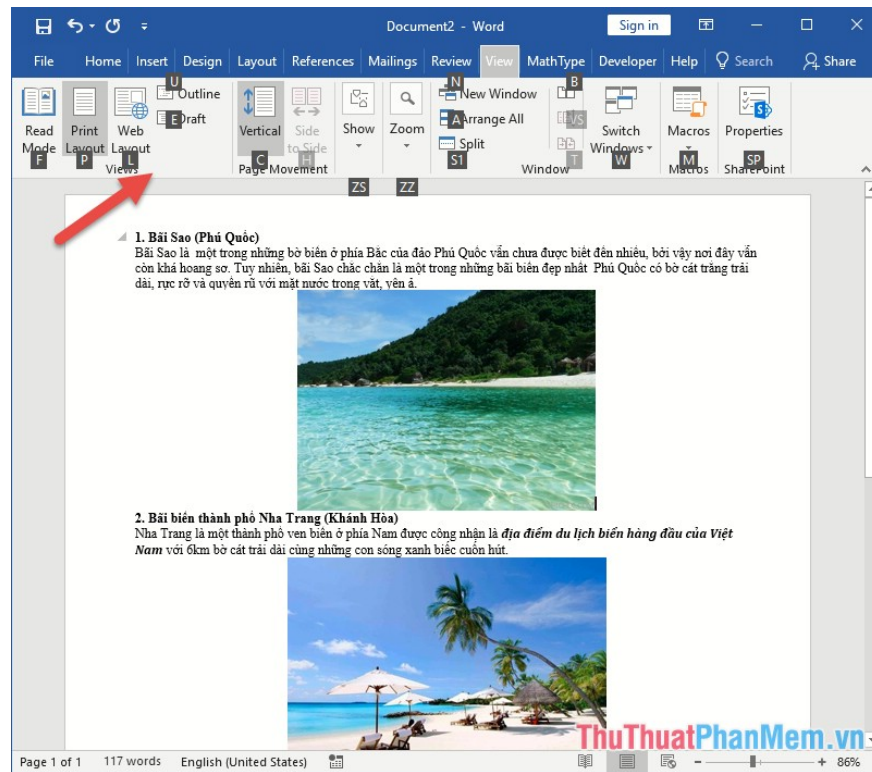
For example, when you want to format text one line indented, but the Ruler bar is not displayed, the formatting becomes difficult:



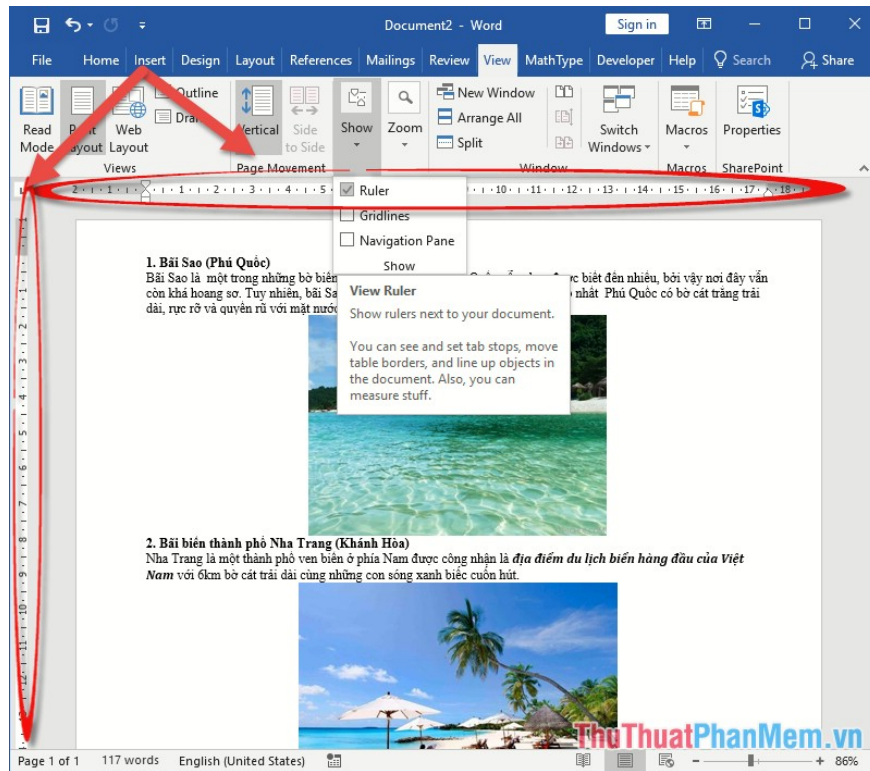
To display Ruler ruler bar is very simple operation. You can do one of the following:

Method 1: Display the ruler ruler using the key combination

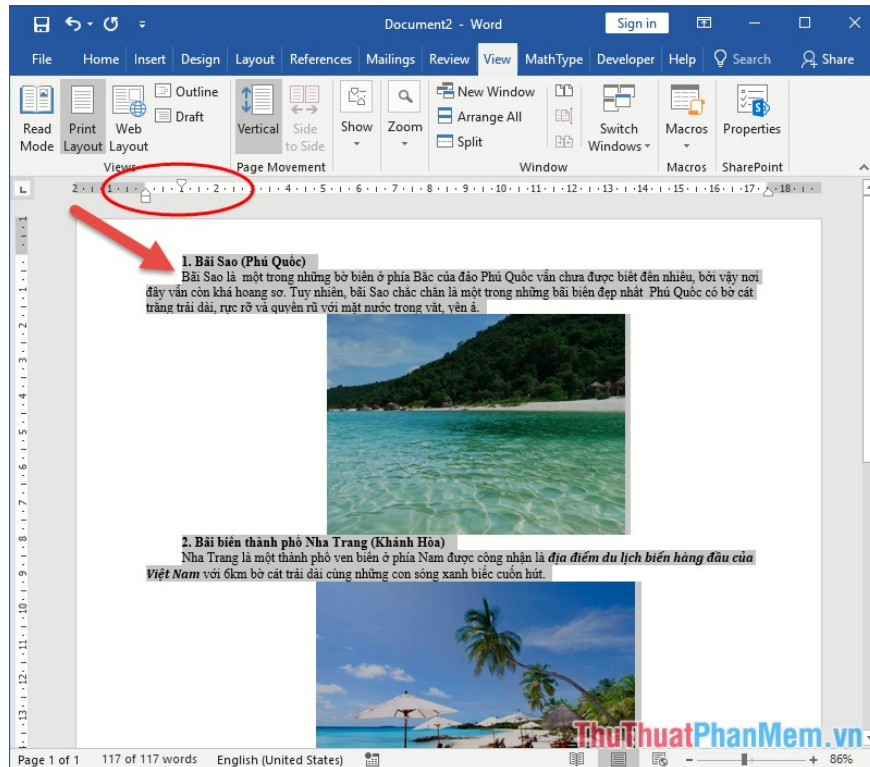
When the Ruler bar does not appear, simply press **Alt + W** -> all the corresponding shortcut keys are displayed as shown:



In the next step, you only need to press **R** -> ruler bar results to display in vertical and horizontal lines on your text:

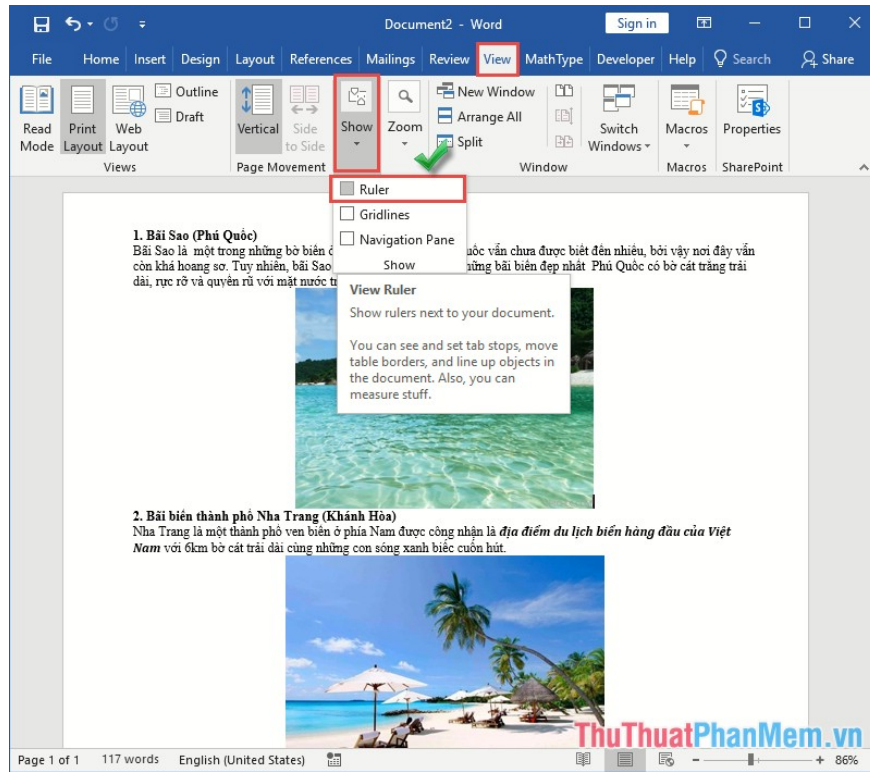


In case for some reason you don't want to display Ruler on the text, keep pressing **Alt + W** and **R** keys again. After the Ruler ruler is displayed, you can format it as you want, for example, indenting cells for the entire text:

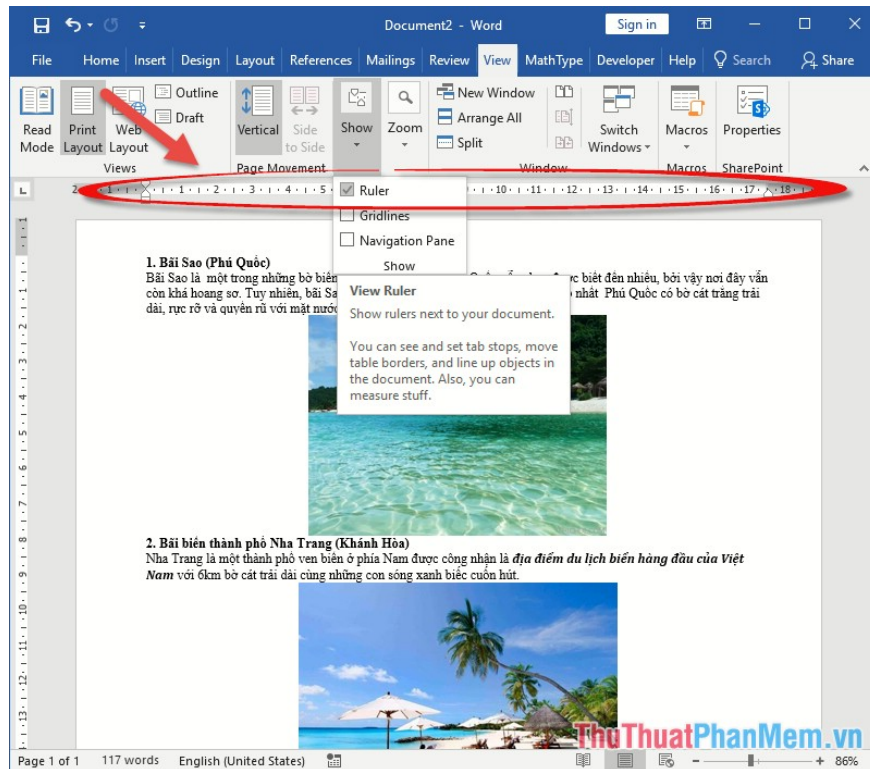


Method 2: Display the Ruler ruler bar through the View tab

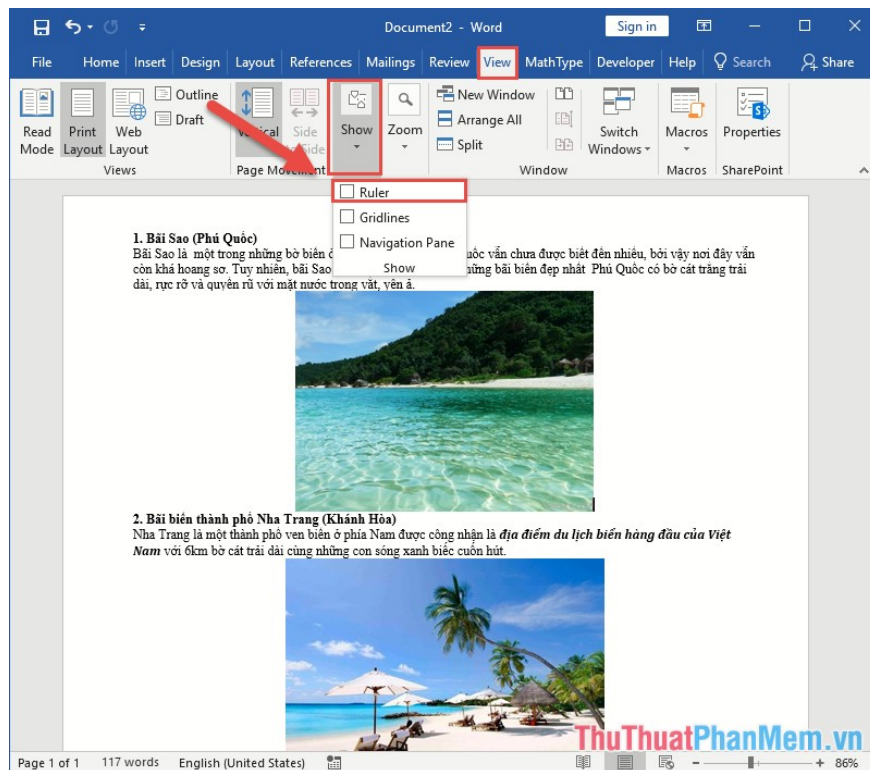
To display the **Ruler bar**, go to the **View -> Show ->** tab and select the **Ruler** section :



Ruler ruler bar results are displayed:



In case you want to turn off the **Ruler** bar, you just need to uncheck the **Ruler** section :



So with a few simple operations you can turn on / off the ruler ruler to help you quickly format your text. Good luck!

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