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How to draw lines on a word document

By Sonia Waring To delete text or other items, such as graphics, in a word processor, all you have to do is select the item in question. Not so with the mysterious dotted lines, a Microsoft Word “autocorrect” function that sometimes appears in a document. It appears when you type a series of characters that Word interprets as a separator, such as a line of asterisks or dashes. However, unlike some other autocorrections, such as © for (c), Word’s substitution for the separator line is not a character, but a paragraph style. Remove the line by changing the paragraph style. Select both the paragraph above and the paragraph below the dotted line in question. Click on arrow next to the “Border” button in the “Paragraph” section of buttons. The button is labeled with an image of a four-square table with dotted lines delineating every section except for the bottom, which is a thin, solid line. Click the option “No border.” Word includes a tool that allows you to view simple statistics about your document. These statistics include how many pages, words, characters, paragraphs, and lines are in your document. This is useful if you have to follow certain guidelines when writing your document. To view these statistics, open the document in question and click the “Review” tab. In the “Proofing” section, click “Word Count”. The “Word Count” dialog box displays, as shown in the image at the beginning of this document. The number of pages and words can also be viewed on the status bar at the bottom of the Word window. NOTE: The number of pages is only visible on the status bar when you are viewing your document in “Print Layout” view or “Draft” view (using the “View” tab). If you don’t see the number of pages and words on the status bar, right-click on the status bar and select the items you want to view from the popup menu. Note that you can also view the line number for the line where the cursor is currently located. The number of lines and pages may vary, depending on several factors, such as the margins in your document, the font and font size, and paragraph spacing, to name a few. For example, if you change to a smaller font size, there will be fewer lines and pages in your document than there would be with a larger font size. Even different printer drivers can result in a slightly different rendering of a font, thereby changing the number of lines and pages in your document. Hidden text can also affect the line count reported on the “Word Count” dialog box. If the option to print hidden text is turned of, Word doesn’t count hidden text in the line count. If you want hidden text included in the line count, make sure you configure Word to print hidden text. Microsoft Word is the go-to word processor for everything from novels to academic papers. The tool offers many unique features, including the ability to compare two Word documents in order to view their similarities and differences. The Compare tool is easy to find and use in Word. Instructions in this article apply to Word 2019, 2016, 2013, 2010, and Word for Microsoft 365. The Compare tool is extremely useful for comparing two documents of virtually any type, from newsletters to blog posts and beyond. Some of the most common uses of the tool include: Finding document revisions: Authors and bloggers alike use the Compare tool to find revisions made by their editors if change tracking isn’t available. Finding discrepancies in source code: Programmers use the Compare tool to find discrepancies in the source code when creating computer programs. Comparing contracts and legal documents: Attorneys use the Compare tool to find changes made to contracts and other legal documents before finalizing. Comparing resumes: Resumes and other living, breathing documents are edited often. The Compare tool helps you compare these documents to find the newest version. To get started, open the two documents you want to compare. If you haven’t done so already, it’s best to add an indicator to your documents to indicate the first version and the subsequent version. A simple number will suffice and keep you on track. In one of your documents, locate and select Review in the Word toolbar. Select Compare > Compare Documents to open the Compare Documents window open on your screen. Under Original Document on the left side of the Compare Documents window, use the field to locate the original document you want to compare with the revised document. To change how you see comparisons in your documents, select the arrow in the bottom left corner of the window to find various comparison settings and the ability to see changes in different ways. Select the ones you want and deselect the ones you don’t. Under Revised Document on the right side of the Compare Documents window, use the field to locate the revised document you want to compare with the original document. When you’re happy with your settings, select OK. If you want to compare the documents in the opposite way, open the Compare tool again and select the double arrows to switch the documents around without needing to find them again. This way, you’ll compare the revised with the original. You can choose what you want to label the changes as when comparing the two documents. Simply enter your label in the Label changes with field. A new document opens showing the comparisons between the two documents as traditional tracked changes. To see the changes in detail, select the red lines on the left side of the document to reveal details about each change on the right side of the document. If you continue working in the newly created document, remember to select the Save As icon in the top toolbar. Your document won’t be saved automatically. Thanks for letting us know! Tell us why! My daughter called me from her Dad’s house yesterday. I always get a good night call, but early on, I’d get daytime calls, too. “Mom, can I come home? I don’t have any friends here and Dad is mad because we were fighting and I’m hiding in my room and I don’t want to be here.” “Honey, you know its Daddy’s weekend. He doesn’t get too see you very often, and I know he wants you there. Think of how much it would hurt his feelings if you left.” “I know,” she says, forlornly. “I just get so bored here. And I miss you.” “I miss you too.” I swallow hard, so my voice doesn’t crack. “But this is how it is now. You’ll make friends soon enough, and it won’t be so boring then. Did you ask your Dad to play with you?” “No. He’s probably busy.” “He won’t be too busy for you,” I say, praying it’s true. “Ask him.” She did, and they played Wii and all was fine. I got a few of those calls early on, but then they morphed into her calling me in protest every time they had a falling out. Yesterday’s was: “Mom, Dad said we might go somewhere today but then he changed his mind because he says I’ve been too mean to David, and haven’t been listening and he thinks I need an attitude adjustment.” Oh, my. One the one hand, I know firsthand how her father’s temper can be. On the other hand, I know she also has a tendency to not pick up after herself, fight with her brother, and sass back when you call her on any of it. I took a deep breath and answered her. “Honey, this is between you and Dad. You need to work it out with him.” “But Mom –” “Anna, you can’t call me just because the two of you had a disagreement. I will not take sides, because I’m not there. This is between you and your Dad, and you should keep it that way. It’s not respectful to him to go behind his back and call me this way. You wouldn’t like it if he called me to complain about you, would you?” “No. I guess not.” “I love you, Anna, but you need to hang up and go talk to Dad.” This single parent thing is not for the faint of heart, let me tell you. This content is created and maintained by a third party, and imported onto this page to help users provide their email addresses. You may be able to find more information about this and similar content at piano.io

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