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Whether you believe in having your employees sign on the dotted line or are going back to old-style printed forms, trying to insert a line in word document can be difficult even for the steadiest hand. But you can take advantage of Word's collection of shapes, which includes a line-drawing tool, to quickly draw and duplicate straight lines. Use lines that stretch across a page to denote a place for paragraphs of writing or short lines where executives should be placing their signatures or initials. Open Word. If the program's current default of a traditional 8.5 inch-by-11 inch paper doesn't fit your lined document requirements, click the "Page Layout" tab. Click the "Size" button on the ribbon and choose your preferred document size. You can also click the "Orientation" button on the ribbon to change from Word's default portrait, or vertical, size to landscape, which is wider than it is long. Click the Insert tab, then click the "Shapes" button on the ribbon. Choose the first option, "Line," under the "Lines" group. If you hover the cursor over the shapes, you'll see the title of each shape pop up. Position the cursor near the left margin but leave room so you do not run off the Word page onto the gray background. Press and hold the "Shift" key on the keyboard, then press and hold the left mouse button as you drag to the right side of the page. Release the "Shift" key and the left mouse button and the Word horizontal line appears. Click the line to open the orange Drawing Tools tab. This is where you can format your line, such as changing its color, thickness and design by clicking the "Shape Outline" button on the ribbon. It's beneficial to change your line's design first, before you duplicate it, so you won't have to reformat lines multiple times. Right-click the line. You'll see a green dot appear at each end of the line. Select "Copy." Click off the line, anywhere on the white Word page, and choose "Paste" or press "Ctrl-V." Drag the newly pasted line into place below the first. How you place your lines will vary. For example, you may want to leave enough space between lines for employees to write or for something to be typed in manually at a later time. Drag the cursor to highlight the two lines. Right-click the highlight and select "Copy," then click off the lines, right-click and select "Paste." Two new lines paste in. Drag them into place. Fill the Word document with lines, to your preference, by highlighting, copying and pasting. This saves you the time from having to redraw the lines and ensures they're all the same length. Add other elements to the lined document, such as a business logo, by clicking the "Picture" button on the Insert tab's ribbon. Browse to the logo and double-click it. If you need to move the lines to fit the logo, highlight them with the cursor, then drag them all together so they keep their layout. Click the File tab's "Save As" option. Type a name for the lined document file, set the location to save the file and click the "Save" button. The suggestions here go above and beyond what you may need for your Word lined document. Pick and choose what best suits your business, which may be simply lines on a page. 1,900 papers you can download and print for free. We've got graph paper, lined paper, financial paper, music paper, and more. New: Get 50 of our best printable papers in one convenient download for \$19 Printable Paper has been featured by LifeHacker, Kim Komando, Woman's World magazine, and the Today Show. I've seen some sites offering printable lined paper and thought that was pretty silly until I wanted to use some lined paper and couldn't find any. A while back we created some different types of printable graph paper templates using Word, so we used a similar technique to create some boring but useful lined paper (by adding borders to tables in Microsoft Word). Advertisement Lined Paper Template (no vertical line) 1 Word (.docx) For: Word 2007 or later Narrow Ruled (0.25") College Ruled (7.1mm) Wide Ruled (8.7mm) This template uses a very simple 1-column table with 0.5 inch left/right margins and 1.25 inch top margin. The rows are 0.25 inches in height. You can modify the row heights and borders by modifying the table properties. You can edit the margins via Layout > Margins. You can use the lined paper templates for Word to print your own lined paper with different line heights or line colors. The template was created using a Table, so to change the row heights or borders, select the rows or columns that you want to modify, then right-click on one of them and select Table Properties. If you want to specify a row height in millimeters, but Word is displaying the heights in inches, then you can either do the math conversion yourself, or you can change the settings in Word to display dimensions in millimeters. To do that, go to File > Options > Advanced and under the Display options, change the "Show measurements in units of:" setting. Note: These templates include a page margin because most printers won't print to the extreme edge of the paper. That is why the lines do not extend all the way to the edges like they do on common notebook filler paper that you buy at the store. References Ruled Paper Sizes - at wikipedia.com Related Content Lined paper is simple paper having fine vertical and/or horizontal lines on it. You can also call such paper as ruled paper. Here we are sharing several Lined Paper Templates for multiple purposes. Mostly, these templates are used in schools, offices, and for engineering paper work. Engineers uses them in drafting sketches and diagrams as well. In these Lined Paper Templates, you will find lines of various types by means of different margins and sections. The line patterns on these paper templates depends upon its common use. You can use Lined paper in different fields for multiple sorts of writing and drafting. The main use of lined paper is by school going children that learn to write with the help of lined paper. Here we will discuss multiples uses of lined paper in school or by students. Colorful Lined Paper Template – MS Word Format Lined Paper Template for English – MS Word Format These Lined papers are the best to provide children with an easy way to learn writing. When young children start their education, they learn to write English alphabets. This is the best way to make them write words correctly in their right shapes. We can say that students start learning drawing shapes of words and numbers. Hence a printed Lined paper is the very first requirement of children to start learning at home or in school. Lined paper is perfect guide for children to write words and numbers in proper height, width and spacing margin. Dotted Lined Paper Template for Kids Drafting and sketching is another use of lined paper that is associated with schools, colleges and students. Students make shapes like triangle, square, round, lines with help of lined papers. Students can draw different types of items and sketches using lined paper. But main thing is that lined paper always help students in initial stage. Consider it as a practicing tool for students to learn making different types of shapes and drawings. Writing Lined Paper Template in MS Word General writing is also a very common practice by students made on lined papers. Notebooks of school children are always consist of lined paper even for each subject. However margin and spacing of lines may different according to the languages used to write. Blank Lined Paper Template in MS Word Students also learn calligraphy art by using lined papers. Lined paper is the best to make them aware of writing words in proper size including its height, width, length, margin and spacing. Calligraphy art is totally based on lined paper and helps students to be efficient in this art. Teachers uses Blank lined paper to teach students how to write within two lines. Simple Lined Paper Template in MS Word Different types of mathematical and statistical facts are written on lined papers. Making diagrams and sketches is very common practice by students in schools and colleges. It helps students to make diagrams in correct size and position on the paper. Position marking is the main use of lined paper in case of using in making diagrams and sketches. Office Administration also uses Lined papers in schools to prepare multiple lists related to students and school activities. They also prepare attendance sheets, student's lists, list of school supplies, etc. using lined papers. All these are multiple uses of these lined paper templates that we are sharing here to help you.

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