Creating Blank Underlines in a Word Document
(for data entry on the printed form)

There are times when you want to create a Word document with lines so that the printed form can have information entered, such as a name and address or a signature.

You can do this quickly and crudely by using the underscore key (shift + dash) but the formatting doesn't always look great when you print the page.

The best way to do it is by setting a tab with a lead character. Here's how:

Place your cursor on the left margin where you want to draw the line (the tab will be set for the document, not just that one line, of course) then under **Format**, click **Tabs**.

Under **Tab stop position:**, enter the amount of inches you want the line to extend to. This sets the right limit of the line but its actual length will depend on any leading characters you type (see example below).

Under **Alignment**, the default is **Left**, meaning what your type will appear to the left of the underline. This is most often what you'll want but feel free to play with the other options.

Under **Leader**, you've got four options. In this case we want number 4, the underline.

Finally, click **Set** and **OK** and you're done.

The following example has two underline tabs, set at 3 and 6 inches. I type my characters, such as "Name:", then press the tab key. Voila, instant underlines that will line up each and every time.

Name: _____

Street: _____

City:_____

State: _____ Zip Code: _____