# Horizontal Line in Word Document

**Insert a line by typing a few characters**

The fastest way to add a horizontal line to your e-mail messages is to use the AutoFormat feature. When you type some characters three times and then press Enter, the those characters instantly become a horizontal line.

1. Place the cursor where you want to insert the horizontal line.
2. Do one of the following:

|  |  |
| --- | --- |
| **For this type of line:** | **Type three of these:** |
| Horizontal line created with hyphen AutoFormat | --- (hyphens) |
| Horizontal line created with equal mark AutoFormat | === (equal signs) |
| Horizontal line created with underline AutoFormat | \_\_\_ (underlines) |
| Horizontal line created with asterik AutoFormat | \*\*\* (asterisks) |
| Horizontal line created with pound mark AutoFormat | ### (number signs) |
| Horizontal line created with tilde AutoFormat | ~~~ (tildes) |

1. Note   Press Enter after typing the three characters.
2. The line is inserted for the full width of the page. When inserted into a column, the line is inserted to match the width of the column.

[Top of Page](http://office.microsoft.com/client/helppreview.aspx?AssetId=HA102744419990&lcid=2057&NS=WINWORD&Version=12&respos=0&CTT=1&queryid=beec8945-fff7-4708-9e09-2b6abfd7a74e#top)

Single

Double

Thicker

Dotted

­­Solid

Wavy