Inserting horizontal lines for resumes   **June 16, 2015**
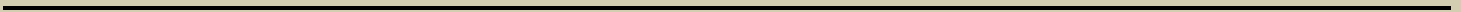
Here are a few quick ways to help patrons creating their resumes in Microsoft Word get those fancy borders:

Three hyphens (---) + Enter key makes what is below:

———————————————————————————————————————

Three underscores (___) + Enter key=

———————————————————————————————————————

Three equal signs (===) + Enter key=

═══

Three pound signs (###)+ Enter key=

═══

Three tildes (~~~) + Enter key=

〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰〰

Three asterisks (***) + Enter key=

▪▪▪