

How to make a unique dashed line using Draw tools by Cindy O'Hora

You can use a [fill tab](#) to create dashed lines in your word processing (typing) document. I often use drawing tools to create dashed lines. I prefer the easy positioning of an "image dashed line" in my Word Processing documents. I can use them in database, too. Plus I can make fun ones!

Do this:

1. Open your Draw tools. AppleWorks 5 - Go to the left hand corner of the bar at the bottom of the document. Click the button that looks like group of rectangles. Or go Window ... Show Tools. (In database, you must be in Layout ... Layout mode to access the Draw tools.)

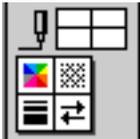
AppleWorks 6 - Click on the red tool box. 

2. Select the line tool. 

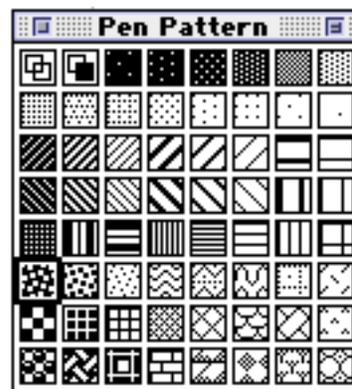
3. Hold down the shift key as you drag the cursor on the page the desired length. Holding down the shift key, keeps the line straight when you draw it. No jaggedies. (Lord, the hours I wasted trying to get out the kinks before I learned that one!)

You should have a straight, solid line with the handles. Don't click on the document!

4. Access the pen palette at the bottom of the drawing tools.

In AppleWorks 5  or in AppleWorks 6 

AppleWorks 5 - Hold down on the pattern palette and drag sharply out on to the page. The palette comes free and stays open, floating on the page. Position it so you can see your line.



AppleWorks 6 - Go Window... Show Accents to get a floating palette.

Select a pattern. The line will change appearance to incorporate it. The pattern you choose dictates the thickness and frequency of dashing. Play a little by choosing other patterns and see the interesting effects they yield.

Holiday Dashes

I achieved a whimsical dashed line by choosing the pattern you see selected in the pen pattern palette illustration. (Thick, black line around it)

1. Make a short dashed line. 
2. Duplicate the line. With the handles on Go Edit .. Duplicate or Command ⌘ ... d. Change the color to green using the pen color palette.
3. Drag the green line next to the red one. 
4. Select the red one again. ⌘ ... d. Drag the new red one into position. **Do not click so that the handles stay active on the second red line.**
5. Go ⌘ ... d. A new red line will appear evenly spaced from the last red one. Repeat this process several times until you have the desired length of your line.
6. Repeat this from step 4 using the green line. You will note that the duplicate green lines cheerily place themselves in the blank spaces between the reds. Talk about cooperation!
7. Go ⌘ ... a (Edit ... Select All) ⌘ ... c (Edit ... Copy.)
8. Paste your holiday line in any document. ⌘ ... v (Edit ... Paste)



[Major Henry Livingston Jr.](#) will have to forgive me the following ...

"Now dash away, dash away, dash away all." ~The jolly old elf, myself and now you!

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