



Troubleshooting Vertical Lines in Word

Have you ever had a document with a vertical line that you can't seem to remove? You may have checked for a rogue shape lurking on the page, and there is none. You've looked in the Header and/or Footer and... nope - no shape there. The more text you add, the longer the line gets!

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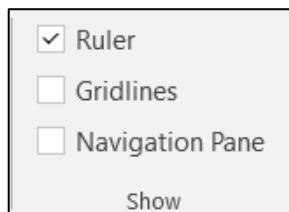
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What in the world is going on here?

A quick thing to check is the Vertical Bar feature in Tabs. This is something that is not often utilized in legal documents but does have some real-world benefits. (However, one person's benefit might be your nightmare.)

To fix this, first make sure your Ruler is displayed. From the **View** tab, check the Ruler box.

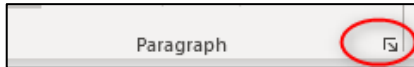


Take a look at the Ruler and see if there is a line that falls below the number indicators.

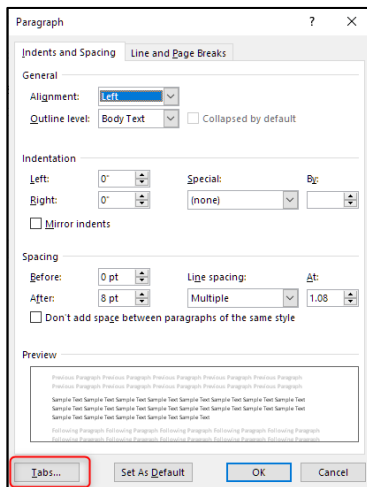


This line indicates a Vertical Bar tab stop. When active in the current paragraph, a vertical line automatically appears at that location. As you press Enter, chances are you're carrying the same formatting to the next line. That means the vertical bar tab stop shows up on the next line. You do not need to type anything other than a Return to display the vertical line.

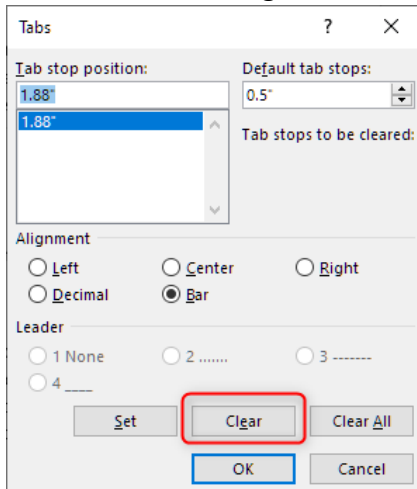
To remove the Vertical Bar, select the area (or entire document using **Ctrl+A**), and drag the tab stop off the Ruler. Or launch the **Paragraph Formatting** dialog box from the Dialog box launcher.



Click on the **Tabs** button.



From the Tabs dialog box, select the Bar tab and click **Clear**.



Click **OK** to close the dialog box.

Magic - the vertical lines should be gone!