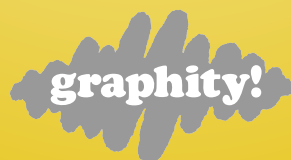


COLOURED DOTTED-THIRDS

**NEW SOUTH WALES/ACT
SOUTH AUSTRALIA
VICTORIA/WA/NT
QUEENSLAND
TASMANIA
NEW ZEALAND**

a a a a a a a





Coloured Dotted-Thirds GT v2.1

INSTRUCTION FOR MICROSOFT WORD

(and any other application which uses text boxes)

For technical reasons it is very difficult to use dotted lines for our automatic guidelines – it's quite challenging to get the dots to line up precisely from one character to the next because characters are all different widths. So instead we have used all solid lines, with the thinner solid lines replacing the dotted lines. Some States (eg NSW and Qld) use all solid lines as standard so this is quite a common format for handwriting guidelines.

However, it is definitely possible to use our fonts so that your letters sit on top of dotted lines – you can even make the dotted-thirds a different colour from your text. This is the way the fonts look on our site in our font sample illustrations.

By using the backslash (\) key in the font you will ensure that you are getting the correct syllabus-recommended dotted-thirds for your State. In our free Resources document "[Dotted-Thirds & Slope Lines GT v2.0.pdf](#)" you'll find a useful guide to the different dotted-thirds and slope lines used by each State with the keystrokes that you can use to type these dotted-thirds and slope lines.

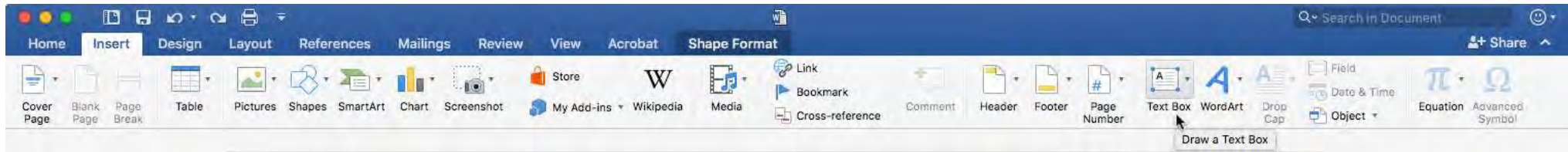
The method outlined in this document is not quite as simple as just turning the automatic guidelines on and off but it's really not hard at all and after you've done it a couple of times you'll find it much easier and quicker, especially if you create your own template document that you can re-use.

An emerging development in font technology will allow fonts which come with multiple pre-set colours. We are planning to incorporate this new technology into our school fonts as soon as the most commonly-used applications begin to support this great feature. This will allow us to automatically have guidelines a different colour from the text. Hopefully, at the same time, we will also resolve the above-mentioned difficulty with lining up the dots in the dotted lines. As a purchaser of one of our fonts you will be entitled to a FREE upgrade to the new font versions when they are released – just keep an eye on our website.

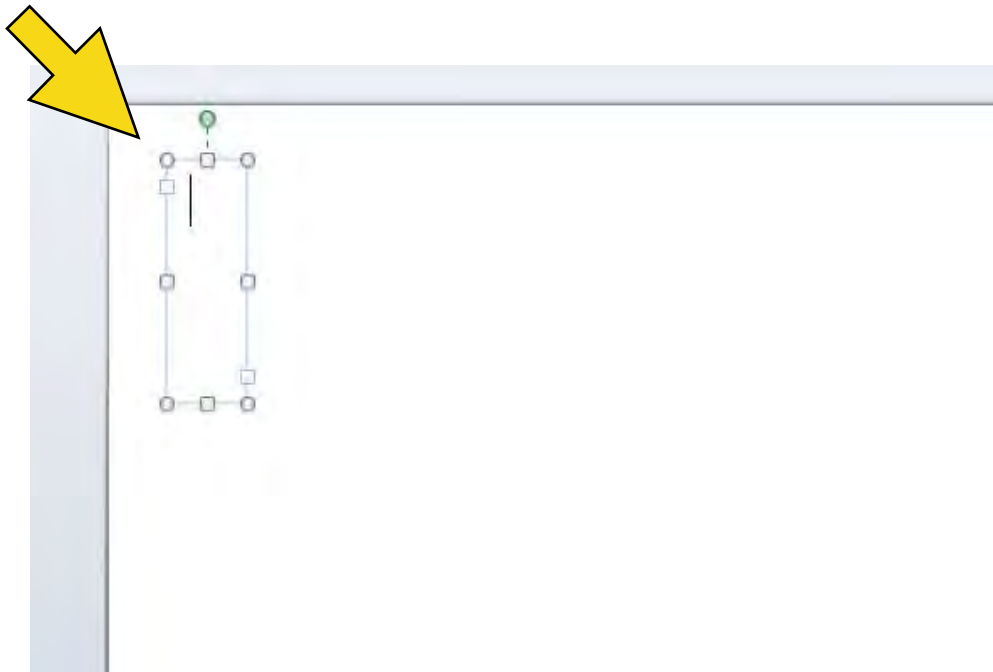
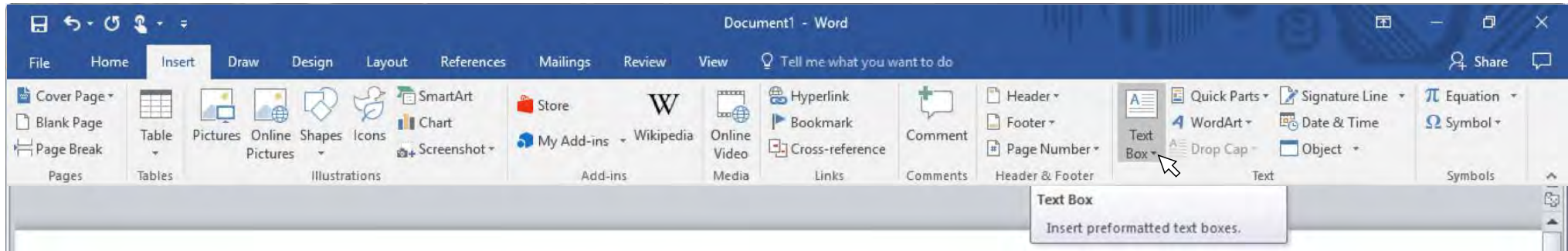
1

Start a new blank Microsoft Word document. Click on **Insert >Text Box**, then click where you want to start on the page.

MAC
Word 2016



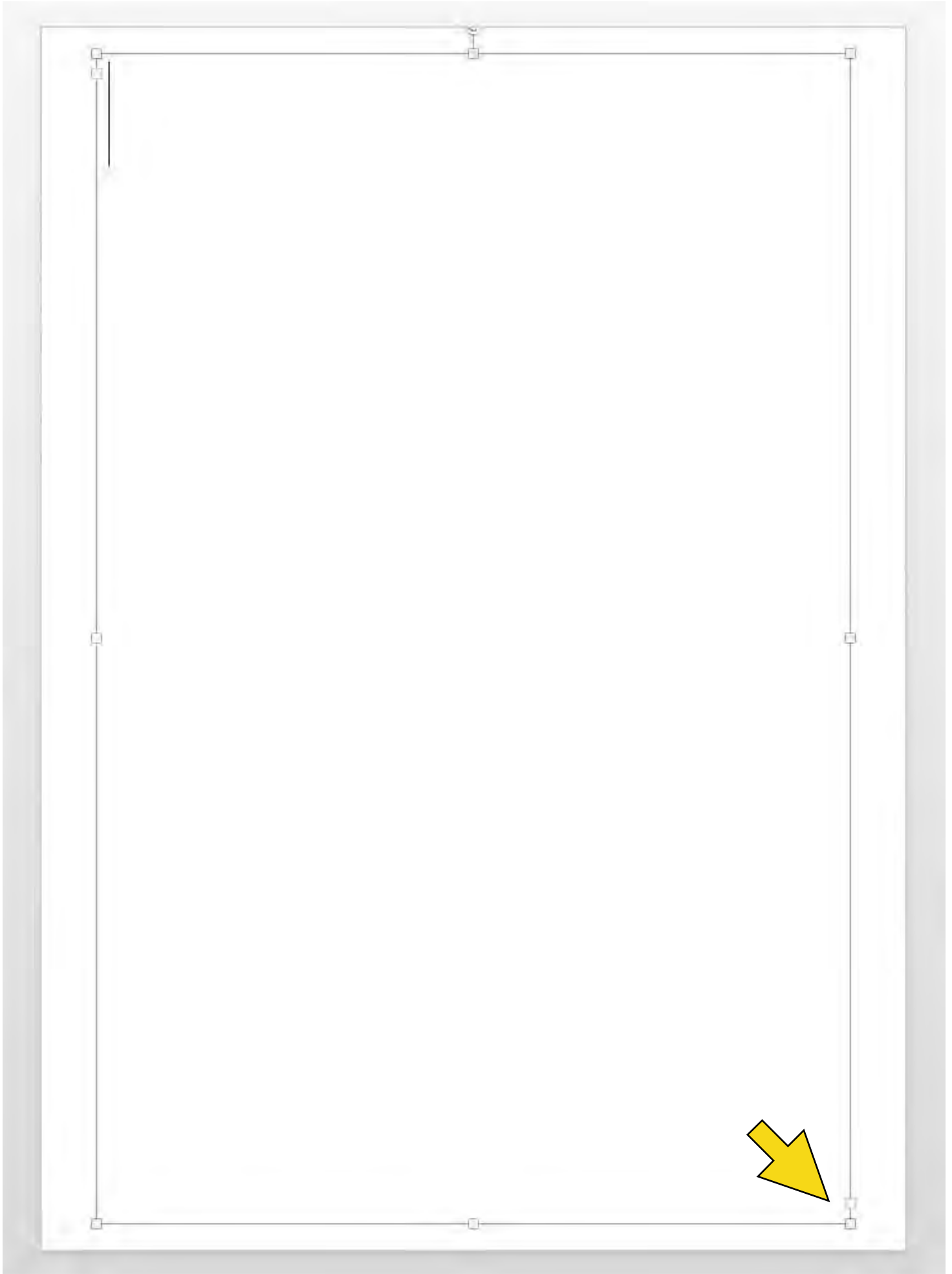
WIN
Word 2016



NB: In Word, the optional automatic writing lines are OFF by default and for this process to work correctly they need to be left OFF. In applications where they are ON by default you will need to turn them OFF for each text box you create.

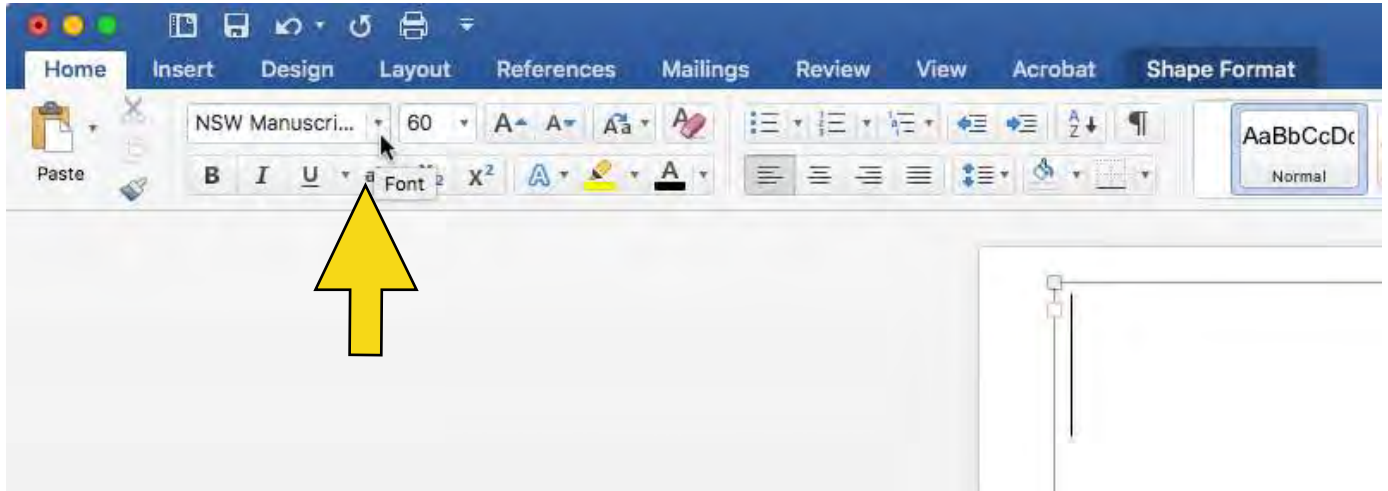
2

Click a corner of the box and drag to make it the **size** you want.

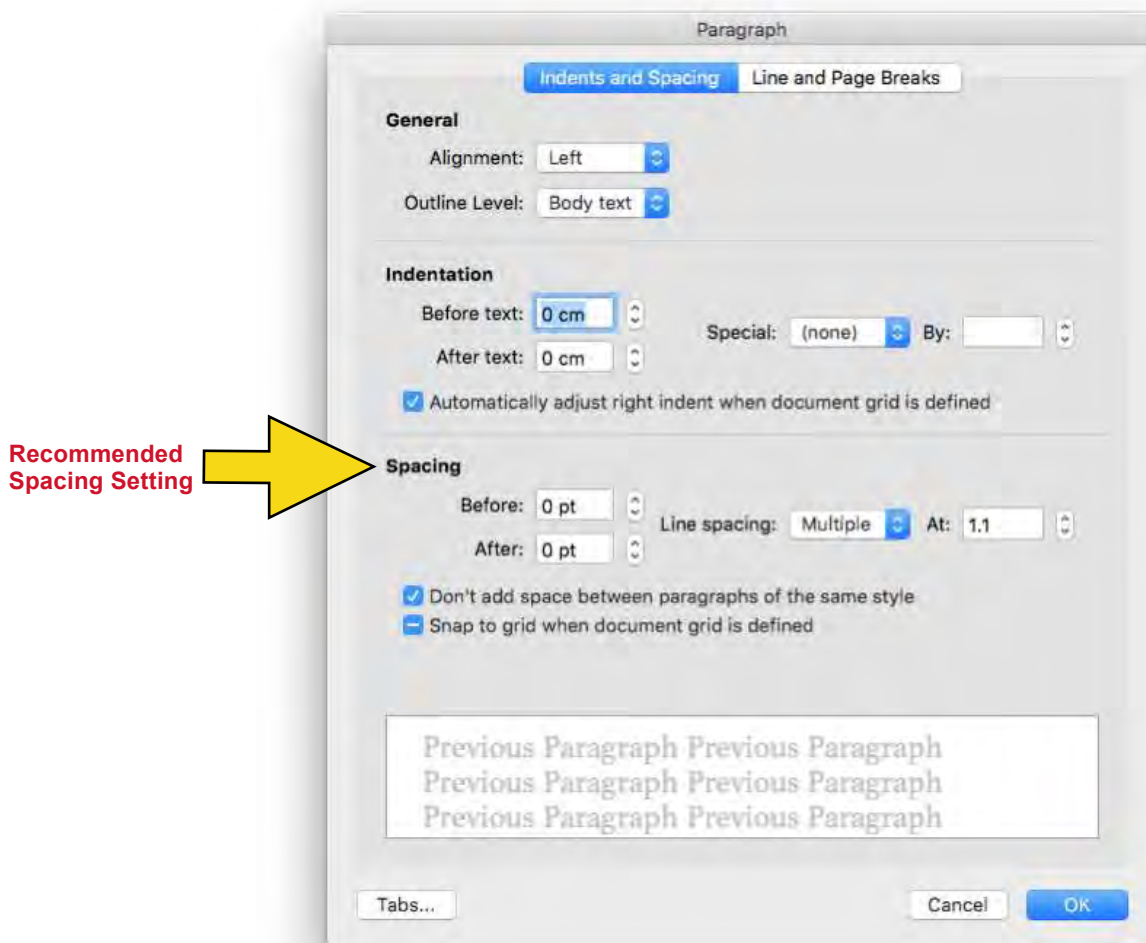


3

Click inside the text box then set the **font** in the **font menu**. Then set the **point size**.



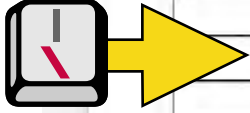
... then set the **line spacing** in the **Format > Paragraph** window.



IMPORTANT: If you set the Line Spacing to "Exactly" at the point size you're using – this will give you zero space between grids. However be warned that, this may cause some on-screen clipping of ascenders and/or descenders – fortunately the clipping does *not* appear when the document is then printed or generated as a PDF.

4

Type the **backslash** character continuously until you have as many lines of dotted-thirds as you need.



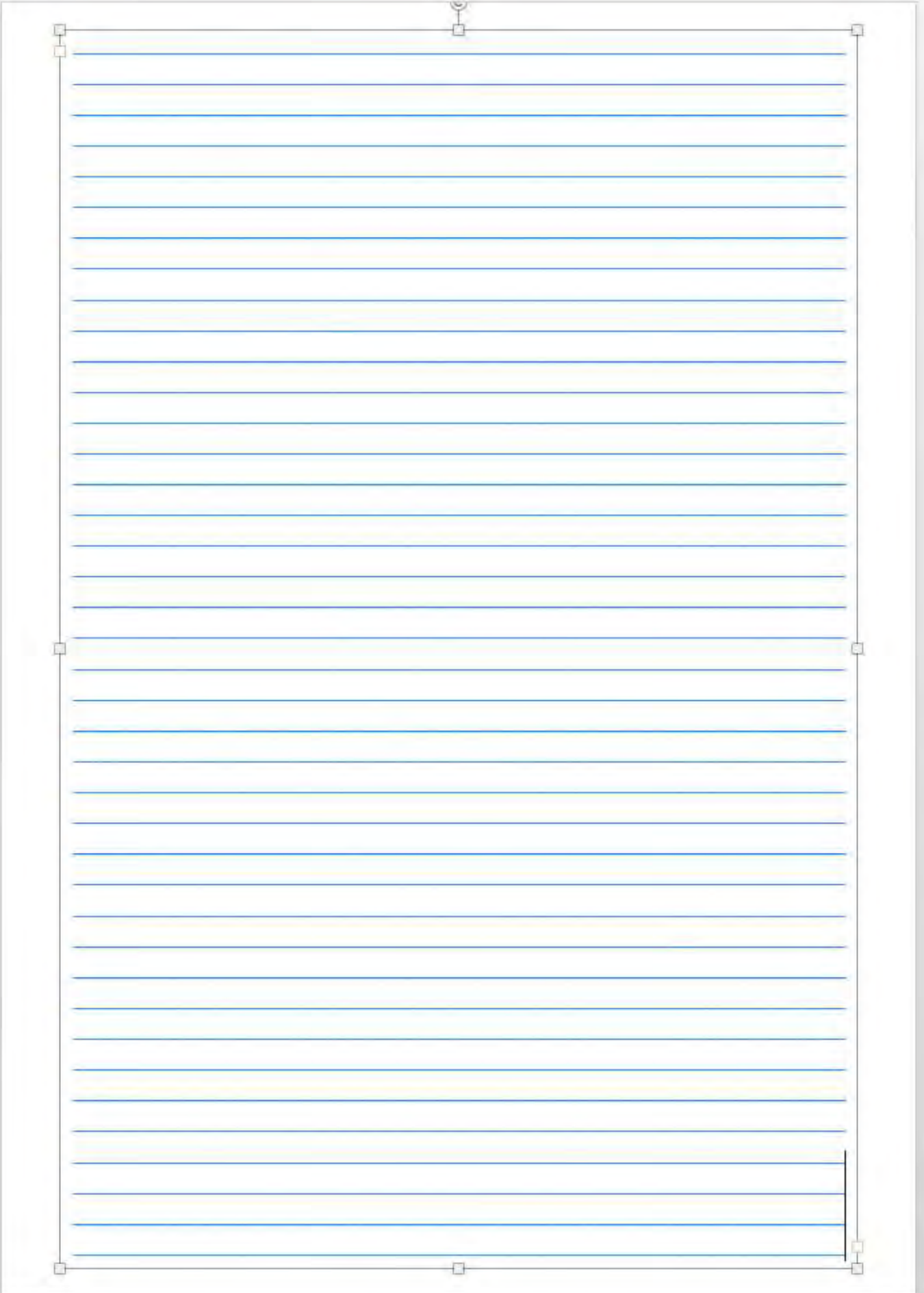
A large rectangular frame with a thin border and small square handles at the corners and midpoints of the sides. Inside the frame, the top-left corner contains a small table with four rows and one column. The rest of the frame is empty, intended for the user to type the backslash character to create dotted-thirds.

NOTE: For alternate dotted-thirds, type OPTION+L (Mac) or ALT+0172 (Windows). In our free document [Dotted-Thirds & Slope Lines GT v2.0.pdf](#) you'll find the keystrokes for all dotted-thirds available for your State, plus slope lines keystrokes.



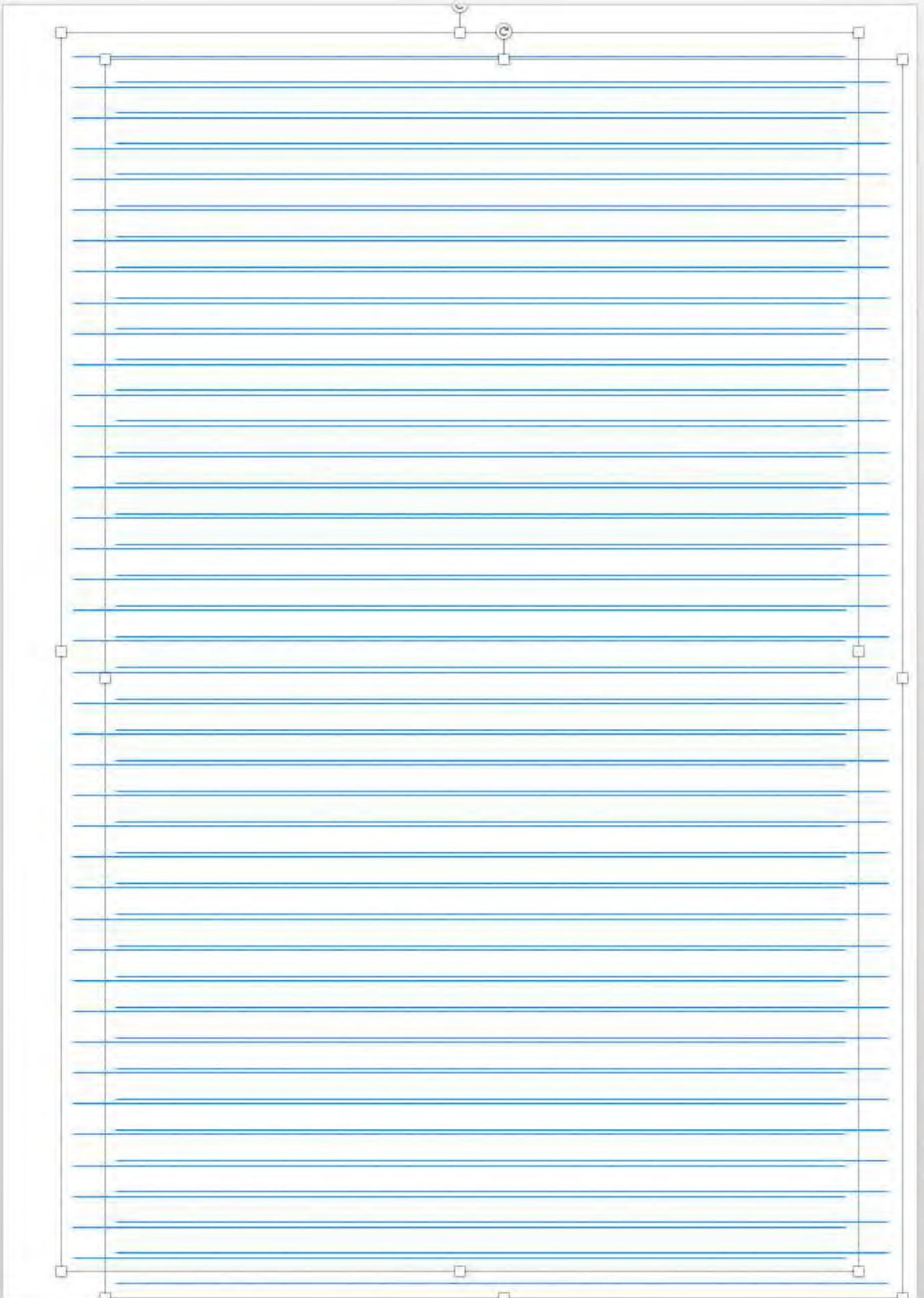
5

Select all the text and set the **dotted-thirds colour** eg blue.



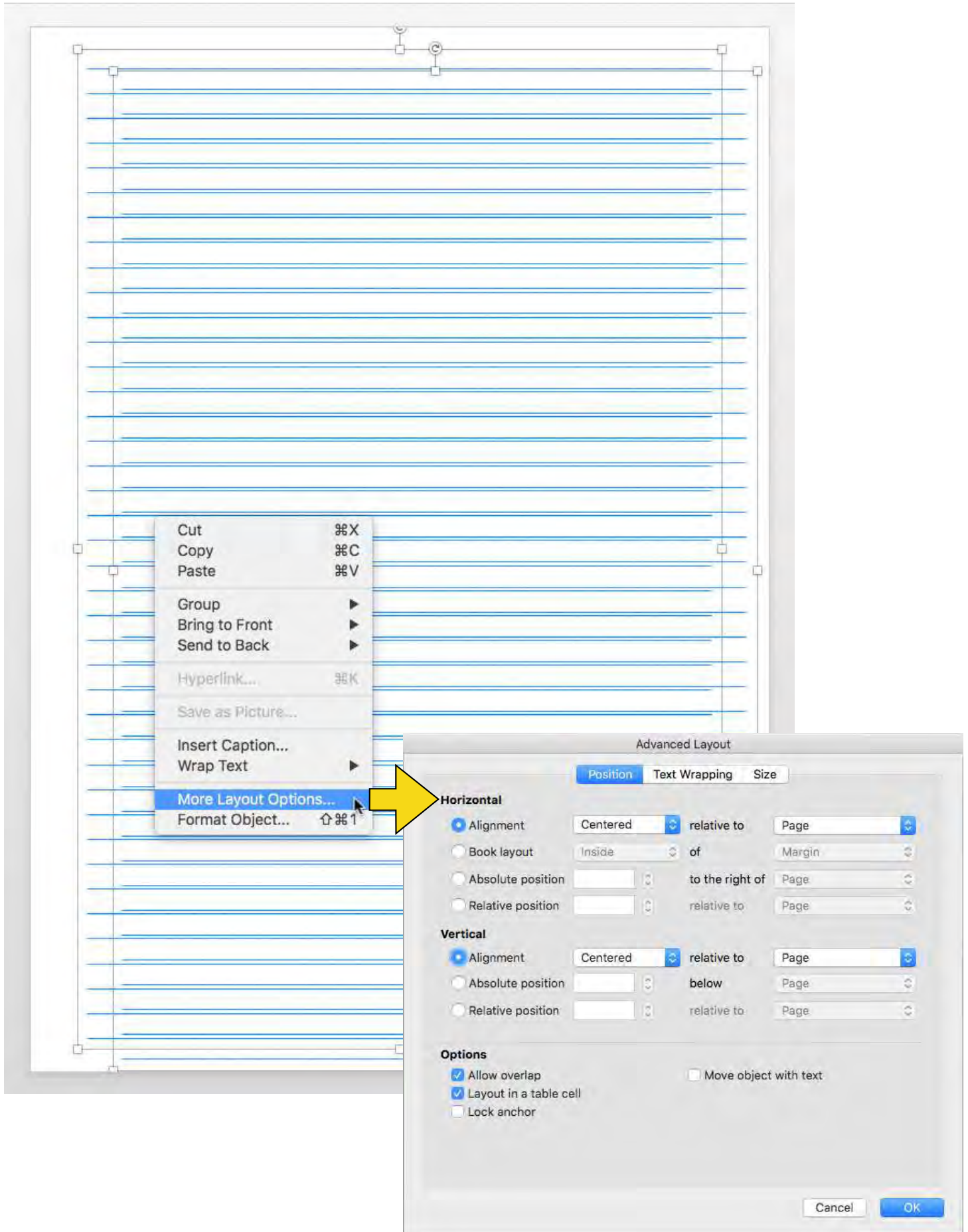
6

Now select the whole text box, then **Copy** and **Paste**. This will place a new identical text box on top of the original one. It will be slightly offset in position.



7

To make the text boxes sit **exactly** on top of each other, select both boxes, right-click and then select **More Layout Options...** then choose "**Centered**" relative to "**Page**" for both Horizontal and Vertical Alignment.



8

Now select all the blue lines in the top text box and **delete** them (your blue lines from the bottom text box should still be visible). Change the **colour** in the top text box to the colour you want for the letters eg black.



9

Start typing your letters in the top text box.

Now just type your black text
on top of your blue lines!

10

Save as a Template document (.dotx) so you can re-use it whenever you need to create a new worksheet!

