

IN WORD PERFECT ONLY:

Name: Heather

To type words on a line:

type the word Name: and hit space bar one time

click on right mouse

highlight font

click underline

click ok

click format

click typesetting

click advance

click left edge of paper

click on ok

hit space bar a few times and the underline will appear on paper. Then type whatever you want on the page. (Note: in reveal codes the code Hadv must appear immediately after Und)

IN MICROSOFT WORD:

Type the word Name: and one space

Click Format, Font and in the box titled Underline, click the arrow and select SINGLE, then click ok.

Whatever you type will then be underlined.

To turn this feature off, follow the same steps above but select None in the underline box.