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Macintosh: Double lines in MacWrite

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Double lines, which are often used to set off a heading or divide segments in a bulletin, can easily be created in MacWrite. To do so: hold down the command key while pressing the letter U to toggle on the underline operation, or choose Underline from the Style menu. Next, hold down the Shift key while pressing the hyphen/line key (to the left of the = key); you should see a double line move across the screen.

Creating the same effect under a word or a group of figures in a column can only be approximated. First, enter the double line for two or three spaces. Then enter your figures with the Underline option toggle on to get a single underline, and then follow with a double line for two or three more spaces.

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