PRODUCTIVITY

Show the Ruler in Kingsoft Writer

Ruler function helps to align the text, graphics, tables and other elements in the document. In Kingsoft Writer 2013, there is a horizontal ruler at the top and a vertical ruler on the left.

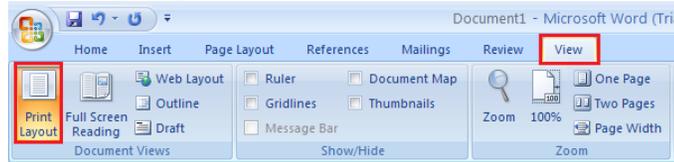**Click here** to know how to display the ruler within the document window.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.
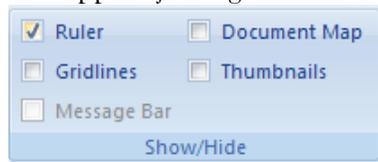
Word

Show the Ruler in Kingsoft Writer 2013

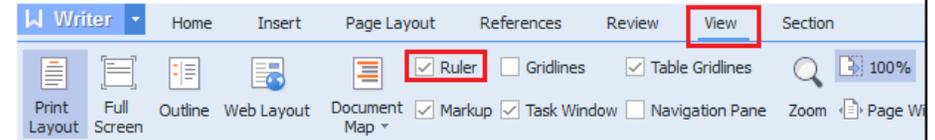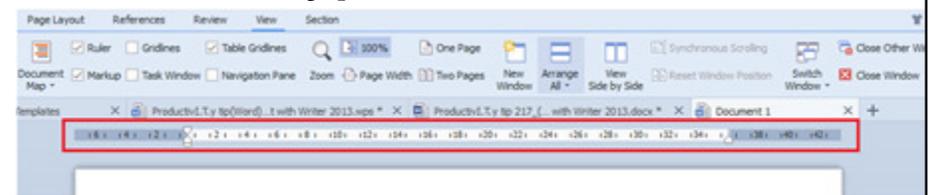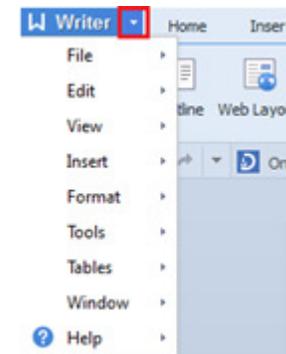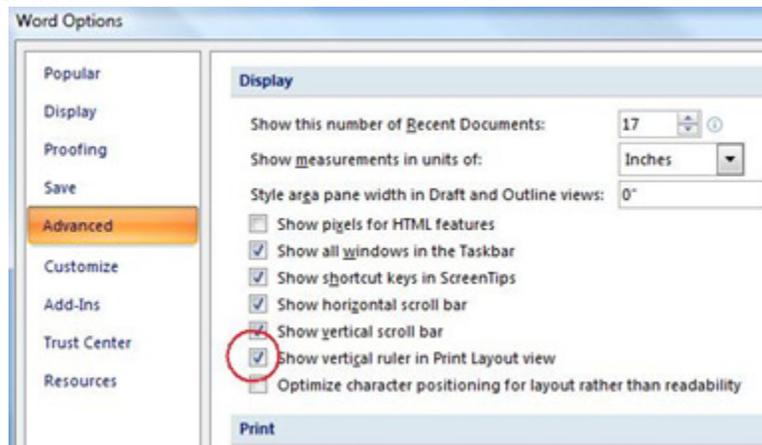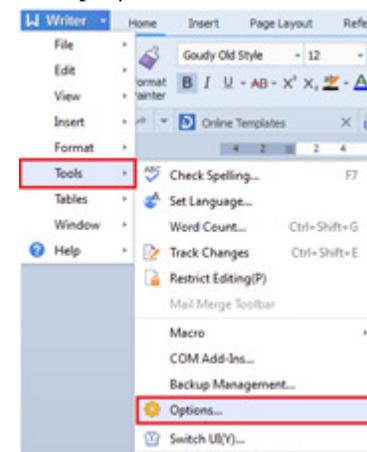| MS Word 2007	Kingsoft 2013
1. From the menu, click on **View** tab. Select **Print Layout** in **Document Views** group. 2. In the **Show/Hide** group, tick the **Ruler** check box. The horizontal ruler will appear just right above the document page. 3. To display the vertical ruler, click the **Office Button > Word Options.** 	1. Click on **View** then tick the **Ruler** check box. 2. Upon clicking the check box, horizontal ruler will appear just right above the document page. 3. To display the vertical ruler on the left side of the document page, click on the arrow down button on the **Writer** menu.

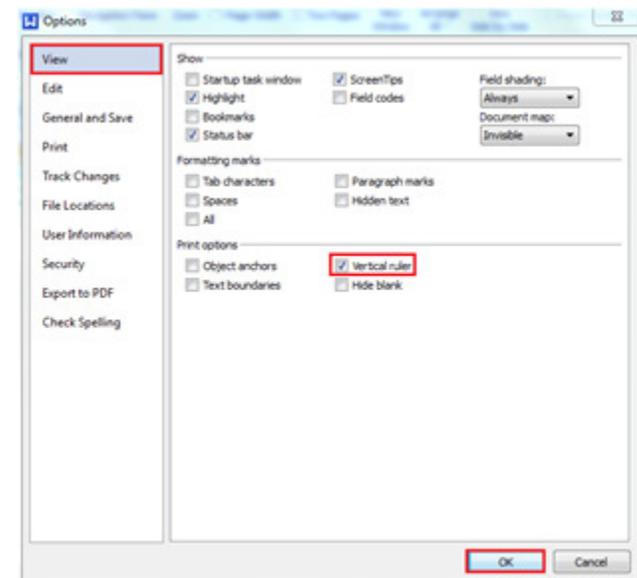|	
4. Select the **Advance** tab, scroll down to the **Display** section. Word Options Popular Display Proofing Save **Advanced** Customize Add-Ins Trust Center Resources 5. Tick the **Show vertical ruler in Print Layout view** check box. Click **OK**. Word Options Popular Display Display Proofing Show this number of Recent Documents: 17 Save Show measurements in units of: Inches **Advanced** Style area pane width in Draft and Outline views: 0" Customize ☐ Show pixels for HTML features Add-Ins ☑ Show all windows in the Taskbar Trust Center ☑ Show shortcut keys in ScreenTips Resources ☑ Show horizontal scroll bar ☑ Show vertical scroll bar ☑ Show vertical ruler in Print Layout view ☐ Optimize character positioning for layout rather than readability Print	4. A sub menu will be displayed. Select **Tools > Options..** Writer Home Insert Page Layout Refere File Goudy Old Style 12 Edit B I U - AB - X² X₂ View Online Templates Insert Format **Tools** ABC Check Spelling... F7 Tables Set Language... Window Word Count... Ctrl+Shift+G Help Track Changes Ctrl+Shift+E Restrict Editing(P) Mail Merge Toolbar Macro COM Add-Ins... Backup Management... **Options...** Switch UI(Y)... 5. On the **Options** window , click **View**. Tick the **Vertical ruler** checkbox. Click **OK**. Options **View** Show Edit ☐ Startup task window ☑ ScreenTips Field shading: General and Save ☑ Highlight ☐ Field codes Always Print ☐ Bookmarks Document map: ☑ Status bar Invisible Track Changes Formatting marks File Locations ☐ Tab characters ☐ Paragraph marks User Information ☐ Spaces ☐ Hidden text Security ☐ All Export to PDF Print options Check Spelling ☐ Object anchors ☑ **Vertical ruler** ☐ Text boundaries ☐ Hide blank OK Cancel

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