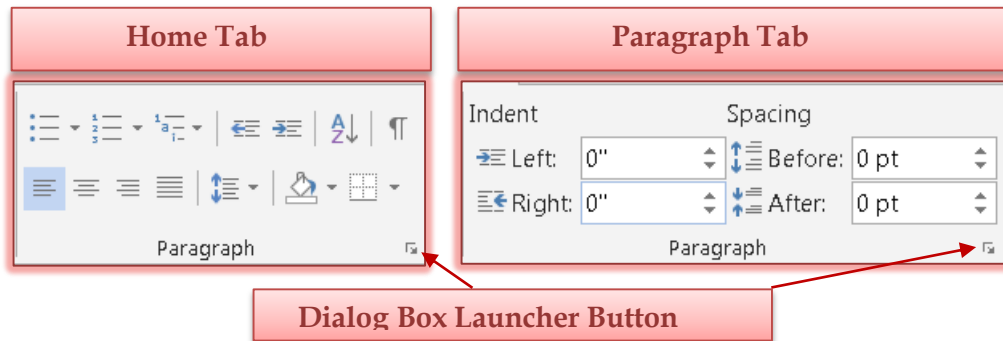


Change Line Spacing

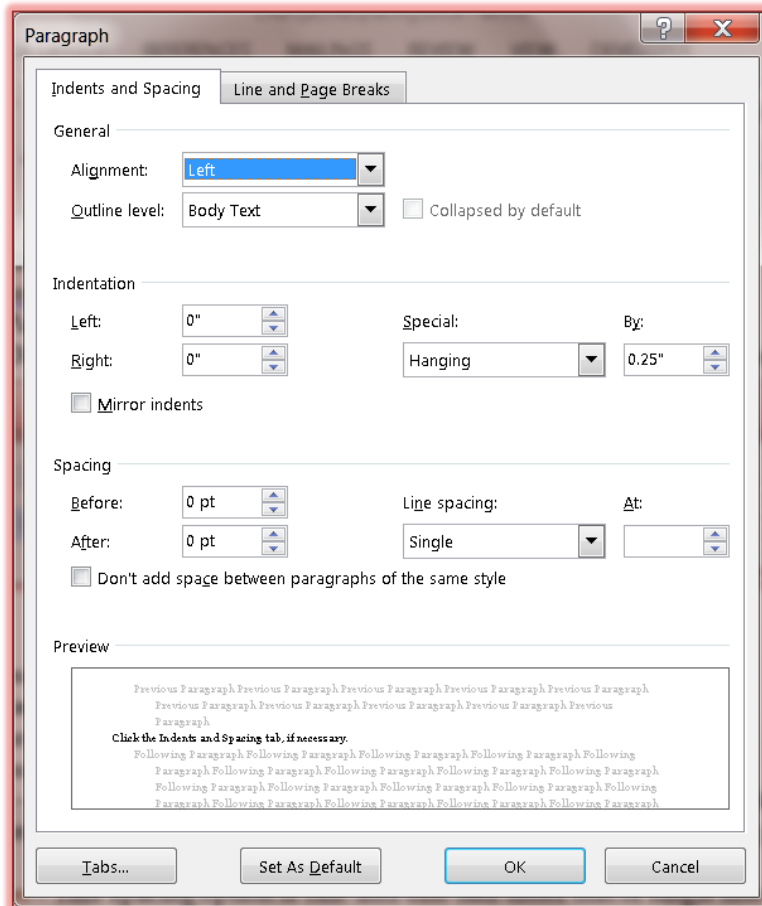
Line spacing is the amount of space from the bottom of one line of text to the bottom of the next line. Word adjusts the line spacing to accommodate the largest font or the tallest graphic in a line.

Paragraph Dialog Box

- ✦ Select the text for which the line spacing is to be changed.
- ✦ Click the **Home Tab**.
- or
- ✦ Click the **Page Layout Tab**.
- ✦ Click the **Dialog Box Launcher** button in the **Paragraph Group** (see illustration below).



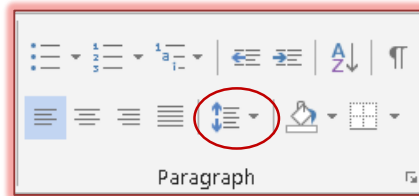
- ✦ The **Paragraph** dialog box will appear (see illustration below).



- ✦ Click the **Indents and Spacing** tab, if necessary.
- ✦ Click the arrow beside the **Line Spacing** box.
- ✦ The options in this list are:
 - ★ **Single** – This spacing option accommodates the largest font in a selected line, plus a small amount of extra space. The amount of extra space varies depending on the font size.
 - ★ **1.5 lines** – This spacing option is one-and-one-half times that of single line spacing.
 - ★ **Double** – To change the spacing to twice that of single line spacing, choose this option.
 - ★ **At Least** – To change the line spacing the minimum spacing that is needed to fit the largest font or graphic on a line, choose this option. When this option is chosen, the amount of space has to be specified in the **At** box.
 - ★ **Exactly** – To set the line spacing to a specified height, choose this option. Once the spacing is set, Word does not adjust the height. When this option is chosen, the amount of space has to be specified in the **At** box.
 - ★ **Multiple** – To specify the percentage that the line spacing is increased or decreased, select this option. For example, setting line spacing to 1.2 will increase the space by 20 percent. When this option is chosen, the number of lines has to be specified in the **At** box.

Other Ways to Change Line Spacing

- ✦ Select the text for which the spacing is to be changed.
- ✦ To change the line spacing using the keyboard:
 - ★ Hold down the **Ctrl** key and then press the number **one (1)** to change the spacing to single.
 - ★ Hold down the **Ctrl** key and then press the number **two (2)** to change the spacing to double.
- ✦ To change line spacing using the ribbon:
 - ★ Click the **Home Tab**.
 - ★ Click the **Line Spacing** button in the **Paragraph Group** (see illustration below).



- ✦ Choose one of the options from the list.
- ✦ Click **Line Spacing Options** to open the **Paragraph** dialog box.
- ✦ Click the **Line Spacing** list arrow to select the desired spacing.