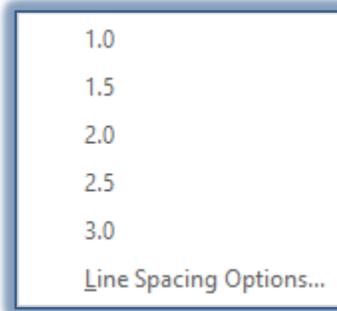# Change Line Spacing

The amount of space can be adjusted between lines of text and above and below paragraphs in slides. This can be done on a per-slide basis or by using the slide master. When using the slide master, line spacing can be changed for the whole presentation or for certain slide layouts. This document explains how to change the line spacing for a single slide using two different methods.

Line Spacing Button in Paragraph Group
✝ Move to the slide for which the line spacing is to be changed.
✝ Select the text in the placeholder for the bulleted list.
✝ Click the **Home Tab**.
✝ In the **Paragraph Group** click the **Line Spacing** button.


✝ A list of spacing options will appear.

✝ Select one of the options from the list.

Paragraph Dialog Box
✝ Move to the slide for which the line spacing is to be changed.
✝ Click the text in the placeholder for the bulleted list.
✝ Click the **Home Tab**.
✝ In the **Paragraph Group** click the **Line Spacing** button.

✝ Click the **Line Spacing Options** link.
✝ The **Paragraph** dialog box will display.
✝ Click the **Line Spacing** button to select the amount of spacing between the paragraphs in the placeholder. The options are Single, 1.5 Lines, or Double.
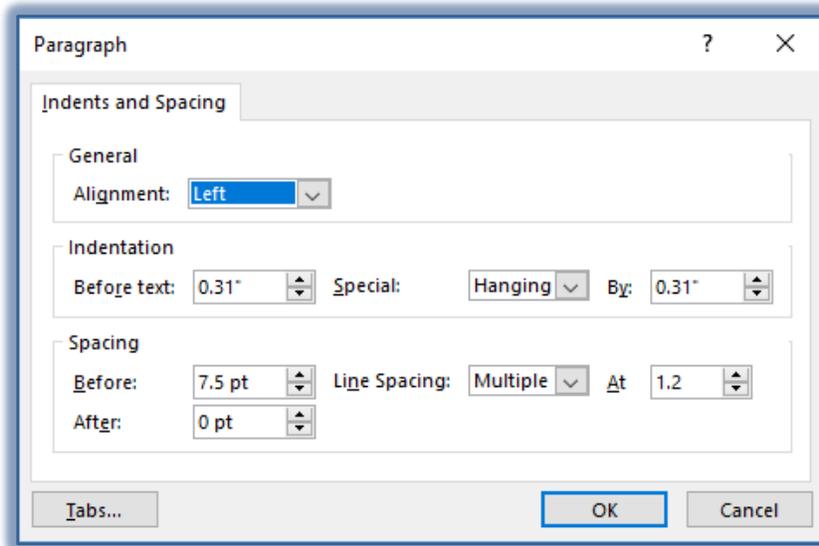
Paragraph Dialog Box Options

✝ To change the **Alignment** of the text in the placeholder, click the list arrow and select from Left, Centered, Right, Justified, or Distributed.
✝ Click the **Special** list arrow to select the type of Indent. The options are None, First Line, and Hanging.
✝ To specify the amount the paragraph should be indented, click the **By** spinner arrow for the **Special** option.
✝ To change how far an item should be indented from the left side of the placeholder, click the **Indentation** spinner arrow.
✝ Under **Spacing**, click the **After** spinner arrow to change the spacing after a paragraph.
✝ Under **Spacing**, click the **Before** spinner arrow to change the spacing that precedes a paragraph.
✝ Click the **Line Spacing** list arrow to specify the spacing between paragraphs. The options are Single, 1.5 Lines, Double, Exactly, and Multiple.
✝ To set tabs for the text in the placeholder, click the **Tabs** button.
✝ The **Tabs** dialog box will display.
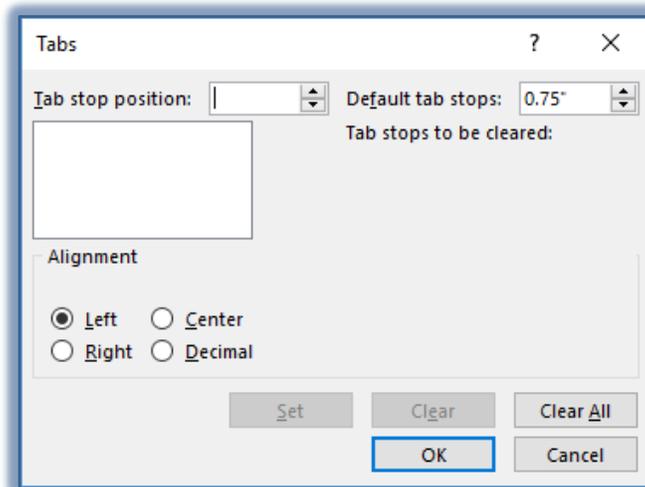
- ☆ In the **Tab Stop Position** box, indicate the place where the tab is to start, for example 0.5.
  - ✿ Click the **Alignment** option buttons to specify what type of **Tab Stop** is being set.
  - ✿ Click the **Set** button to add the tab stop position to the box.
  - ✿ Continue this process until all the Tab Stops have been set.
- ☆ Click the **Default Tab Stops** spinner arrow to specify the spacing for all tab stops. Normally the default is 0.5.
- ☆ Click the **Clear** button to remove a selected **Tab Stop** from the box.
- ☆ Click the **Clear All** button to remove all the **Tab Stops** from the document.
- ☆ Click **OK** to exit the **Tabs** dialog box and save the changes.
- ✝ Click **OK** to exit the **Paragraph** dialog box and save the changes.

Note - The new line spacing applies to the current paragraph, selection, or text in selected placeholders and to any new text typed within a placeholder where the line spacing has been changed.

Tip - Line spacing can be changed on multiple slides at once by making the changes in the Slide Masters.