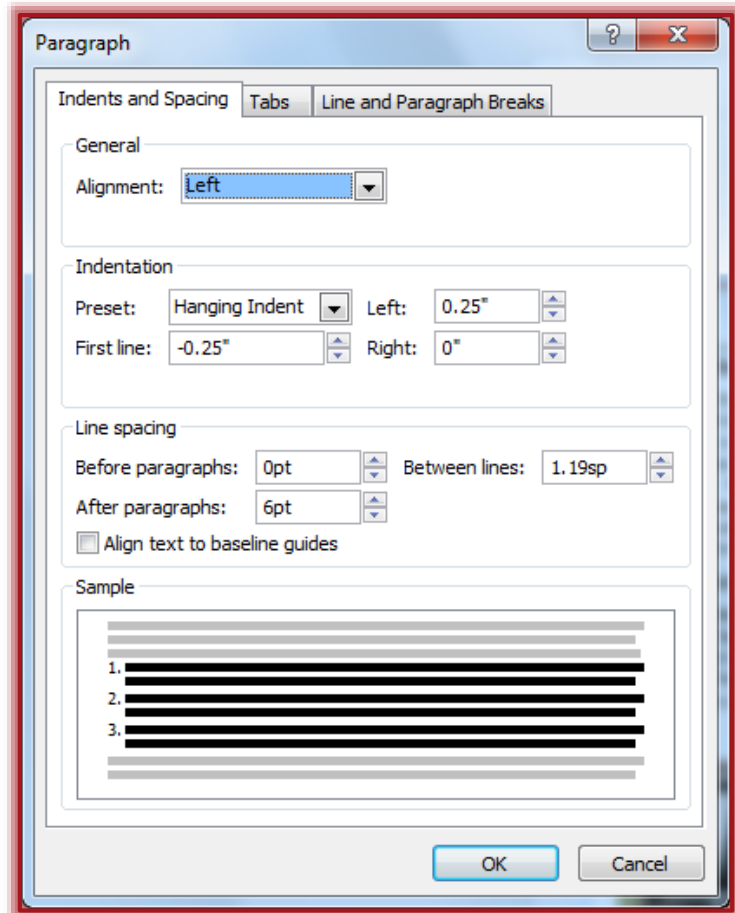
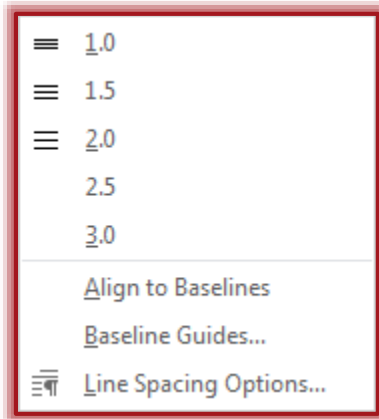
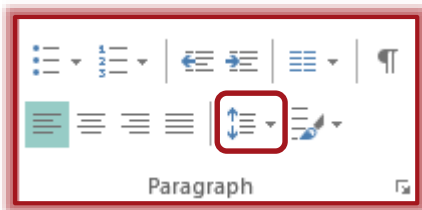


Line Spacing

Adjust Line Spacing

When working with text in Publisher, any text line or lines followed by a line break, when the Enter key is pressed, is a separate paragraph. This means that every block of text which is followed by a line break, can potentially have different line spacing. To change the Line Spacing for text in a frame, follow these steps:

- ✚ Place the insertion point in the paragraph where the line spacing is to be changed.
- ✚ Click the **Home Tab**.
- ✚ In the **Paragraph Group**, click the **Line Spacing** button (see illustration).
- ✚ Select a spacing option from the list that displays (see illustration).



Set Line Spacing Before and After Text

It is possible in a publication text box to set spacing before and after a paragraph. This option makes it easier to offset paragraphs of information from each other or other text elements, such as headings. To change the spacing before and after a paragraph, complete the steps below:

- ✚ Place the insertion point in the paragraph where the line spacing is to be changed.
- ✚ Click the **Home Tab**.
- ✚ In the **Paragraph Group**, click the **Line Spacing** button.
- ✚ Click **Line Spacing Options** in the list.
- ✚ The **Paragraph** dialog box will display (see illustration above right).

- ✚ Do one of the following under **Line Spacing**:
 - ☆ Type in the new paragraph spacing in either the **Before paragraphs** box or the **After paragraphs** box.
 - ☆ Click the up and down arrows on the right of either one of the boxes until the desired spacing is reached.
 - ☆ The spacing will change in 6 point increments.
 - ☆ Twelve points equals one line. Therefore, six points equals one-half a line.
- ✚ Click **OK** to exit the dialog box and apply the new paragraph spacing to the frame.