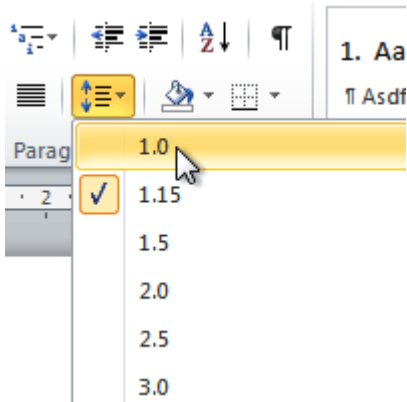


Line and Paragraph Spacing

Introduction



An important part of creating effective documents lies in the document design. When designing your document and making formatting decisions, you will need to know how to **modify the spacing**. In this lesson, you will learn how to modify the **line** and **paragraph spacing** in various ways.

Line spacing

Video: Line and Paragraph Spacing in Word 2010



Adjusting the line spacing will affect how easily your document can be read. You can **increase** spacing to improve readability, or **reduce** it to fit more text on the page.

Optional: You can download this [example](#) for extra practice.

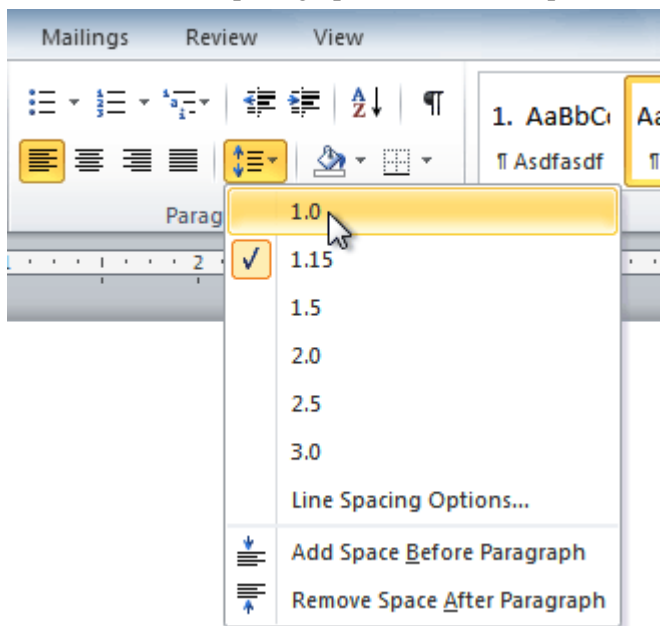
About line spacing

Line spacing can either be measured in **lines** or **points**. For example, when text is **double spaced**, the line spacing is **two lines** high. On the other hand, you might set **12-point** text with something like **15-point** spacing, which gives enough height for the text plus a little extra space. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability.

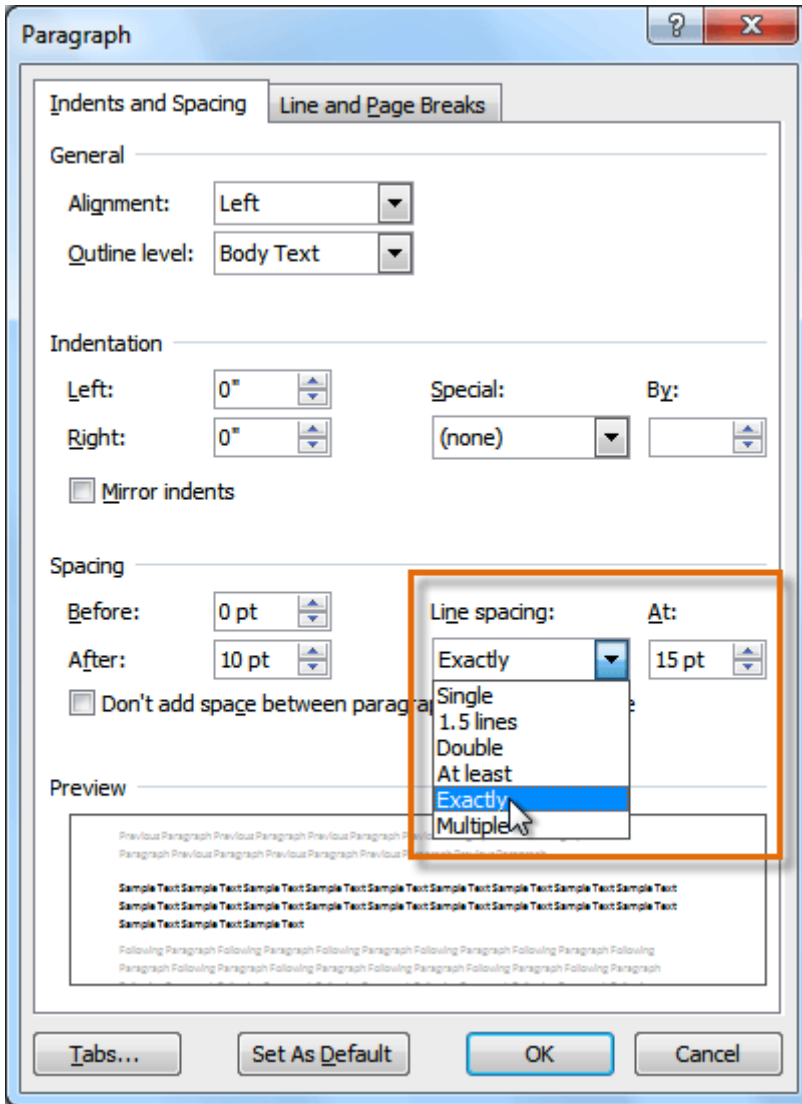
Line spacing is also known as **leading** (pronounced to rhyme with **wedding**).

To format line spacing:

1. **Select** the text you want to format.
2. Click the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.
3. Select the desired spacing option from the drop-down menu.



- From the drop-down menu, you can also select **Line Spacing Options** to open the **Paragraph** dialog box. From here, you can adjust the line spacing with even more precision.



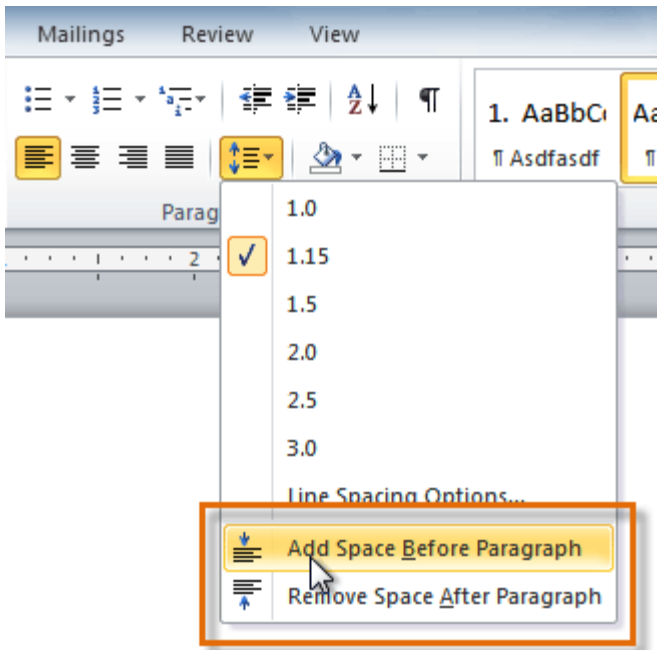
If you select **At least** or **Exactly** in the Paragraph dialog box, the line spacing will be measured in **points**. Otherwise, it will be measured in **lines**.

Paragraph spacing

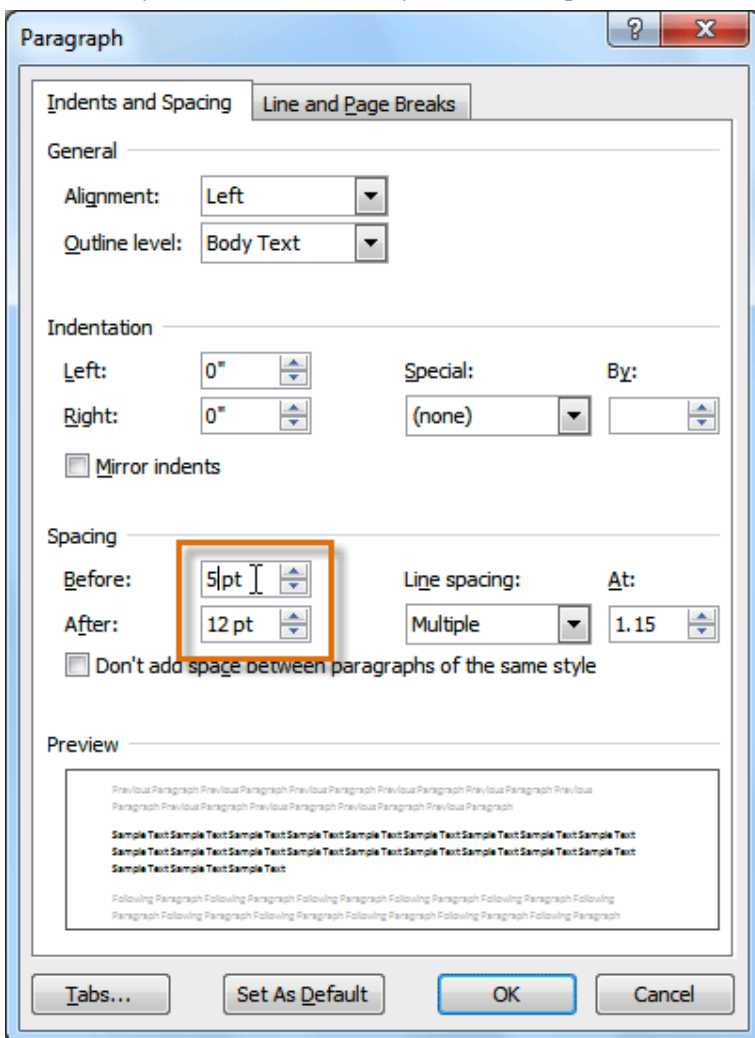
Just as you can format spacing between lines in your document, you can choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs can make a document easier to read.

To format paragraph spacing:

- Click the **Line and Paragraph Spacing** command on the **Home** tab.
- Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.



3. From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control exactly how much space there is **before** and **after** the paragraph.



You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [Changing Your Default Settings in Word](#).

Challenge!

1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Change the **line spacing** of a **paragraph** of text.
3. Change the **paragraph spacing** between body text and a heading.
4. If you are using the example, change the **line and paragraph spacing** so the entire resume fits on one page.