

Understanding Line and Paragraph Spacing

Line and paragraph spacing can make a lot of difference in the look and feel of a document, however, it is often overlooked.

[Click here](#) to understand their difference and to view how to adjust them.



Word

Prepared by Information Security and IT Governance Division of ICT.
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office and branch applications.

Understanding Line and Paragraph Spacing

In Word, there are two types of spacing that are both attributes of paragraph formatting but functions differently. These are:

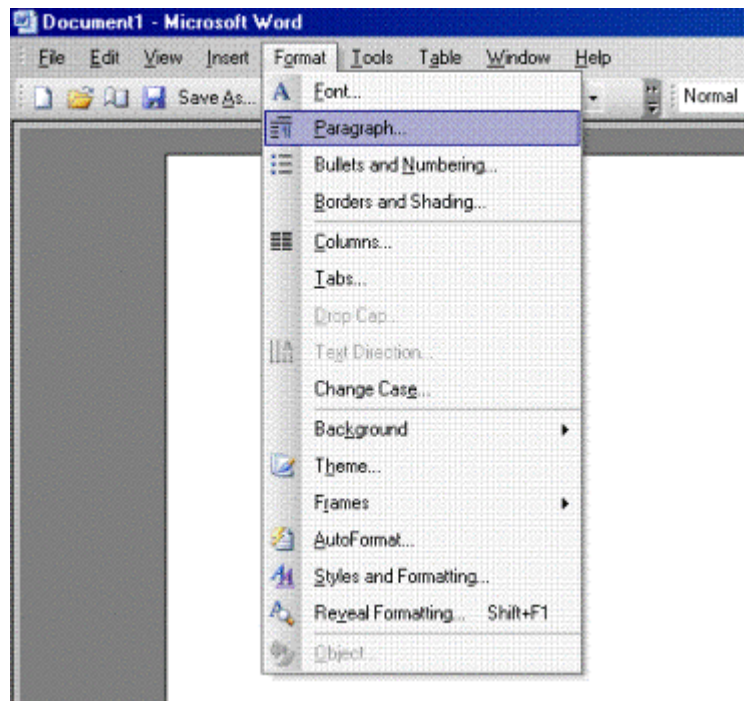
- (1) **Line Spacing** - this affects the distance **between the lines of text within a paragraph**.
- (2) **Paragraph Spacing** - this affects the distance **between paragraphs**.

Adjusting Line Spacing


1. Position the insertion in the paragraph or select the paragraphs you want to adjust.

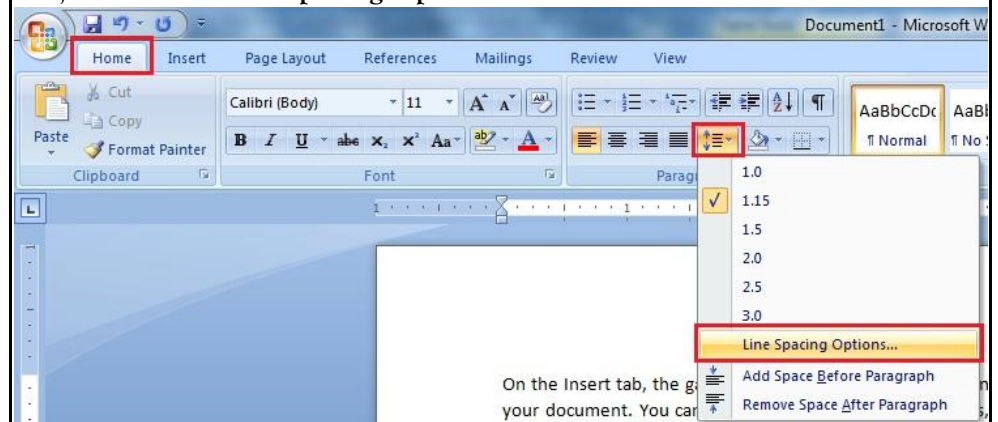
MS Word 2003

2. On the **Format** menu, select **Paragraph...**

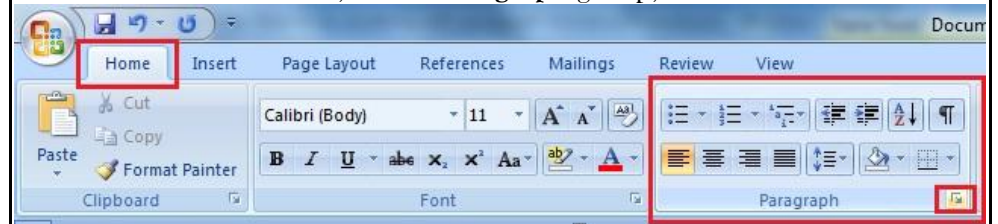


MS Word 2007

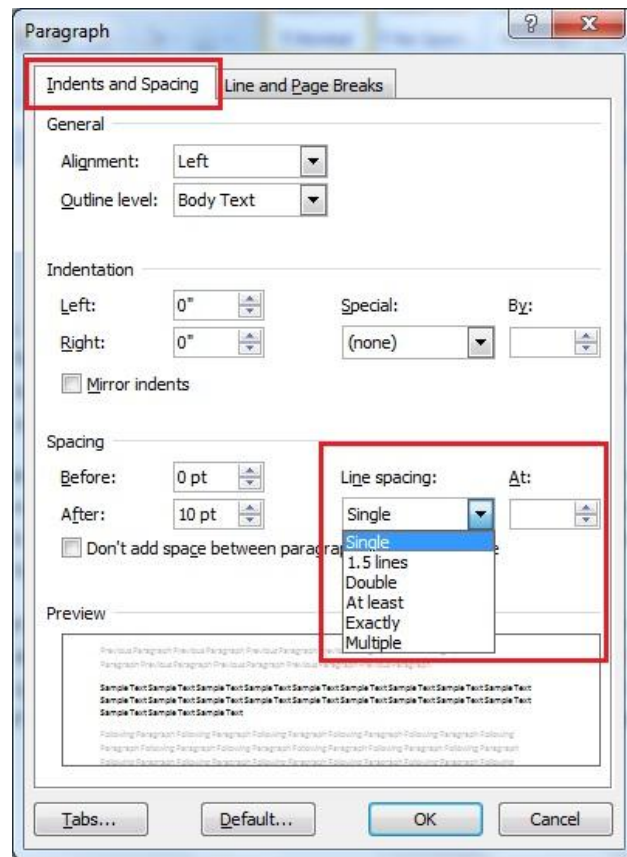
2. On the **Home** tab, in the **Paragraph** group, click **Line Spacing** icon , then select **Line Spacing Options...**



Or On the **Home** tab, in the **Paragraph** group, click .



3. Paragraph dialog box will pop-up. On the **Indents and Spacing** tab, in the **Line spacing** list box, choose one of the options:



- **Single** – Single/one-line spacing where line height automatically adjusts to accommodate the size of the font and any graphics or formulas in a line.
- **1.5 Lines** - Line-and-one-half spacing (just like single + an extra half-line of space between lines).
- **Double** - Double-spacing (single + an extra full line of space between lines).
- **At Least** - At least of the spacing that you specify in the **At** box. The line won't be shorter than what you specify, but it may be taller because Word will add extra spacing for tall characters, big graphics, and superscript or subscript text.

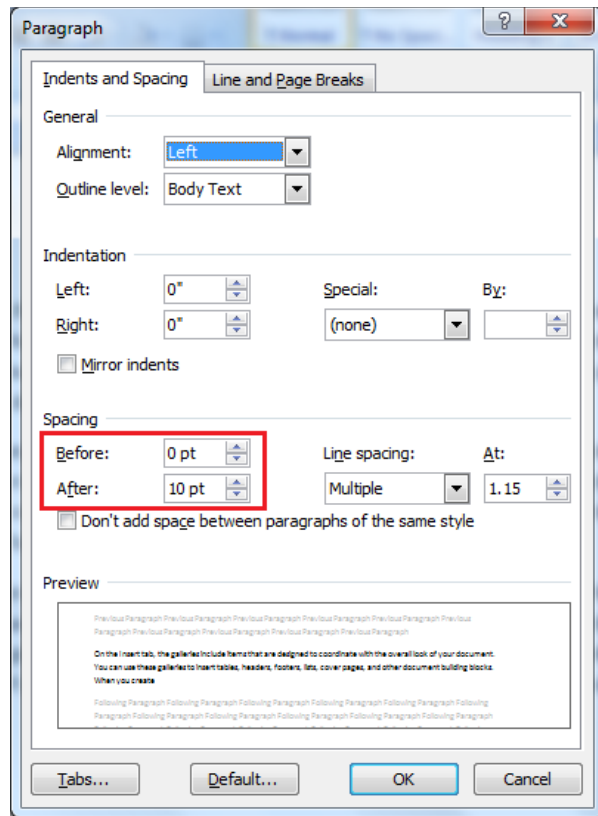
- **Exactly** - The exact spacing that you specify in the **At box**. All lines are exactly the same height, regardless of the size of the characters in the line; Word doesn't add extra spacing. Note that some text may be cut off if enough space is not available.
- **Multiple** - Multiples of single-line spacing, as specified in the **At box**.

NOTE: To specify your own line spacing (For At Least, Exactly or Multiple Options), type the spacing amount that you want in the **At box** or click the up/down arrow to increase/decrease the amount in half-line increments.

When done, click **OK**.

Adjusting Paragraph Spacing

1. Select the paragraphs you want to adjust.
2. On the similar **Paragraph dialog box**, under **Indents and Spacing** tab, you may set the following:
 - Before each paragraph (specify spacing amount in the **Before box**)
 - After each paragraph (specify spacing amount in the **After box**)
 - Or, before and after each paragraph (specify spacing amount in **Before** and **After box**).



When done, click OK.

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