

LINE SPACING IN WORD – 3 WAYS

What's in it for me?

Most applicable in Microsoft Word, line spacing can be difficult to work with if you do not understand the different ways it can be done. There are 3 ways to work with line spacing in Word documents.

Know the difference

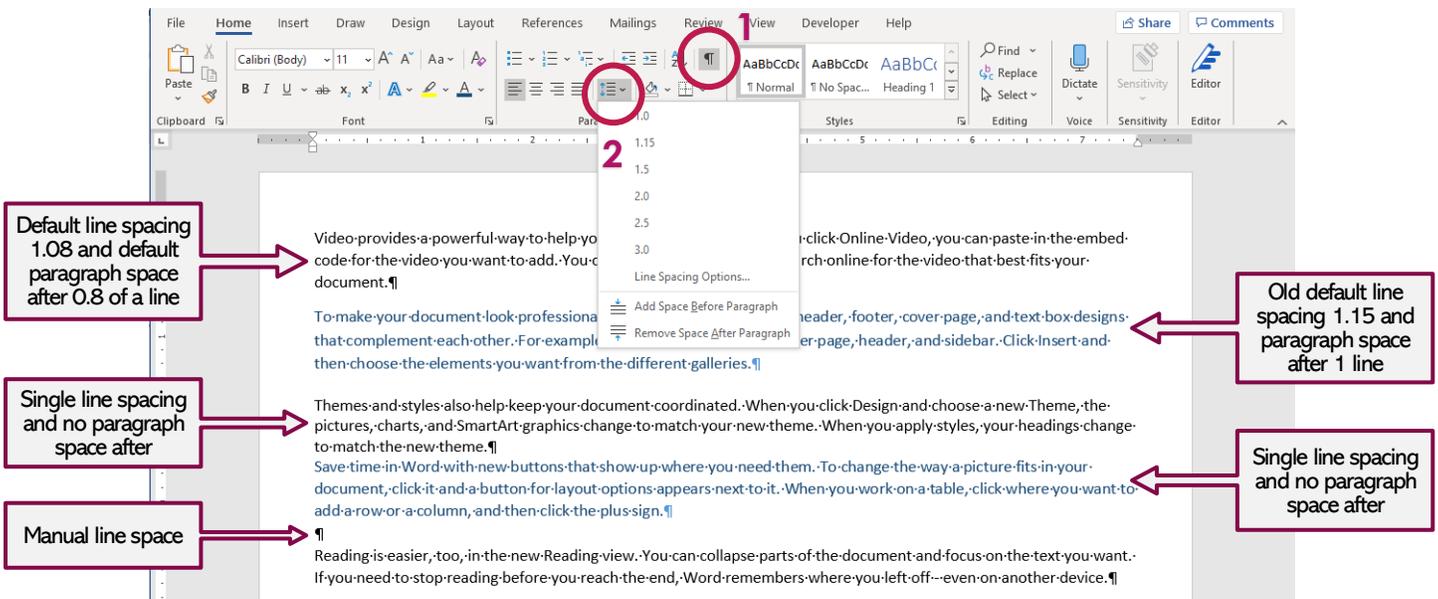
Press **Enter** to leave a blank linealso known as a manual line space. This is commonly used and is quick and easy.

Line spacing within a paragraphthis is formatting you apply to one or more paragraphs. Line spacing can be single, double, triple or something in between. In Word, the default line spacing for all new documents is 1.08 lines, just a bit more than single spacing.

Paragraph spacingthis is also formatting you apply to one or more paragraphs. Paragraph spacing enables you to automatically add space between your paragraphs without pressing **Enter**.

How to Spot It

1. We recommend you turn on the formatting marks so you can see what is going on. To do this, click the **Show/Hide** button on the **Paragraph** group of the **Home** ribbon. The typical formatting marks you will see include spaces between words (dots) and paragraph marks when you press **Enter**. Other formatting marks you will see, if used, include tabs, section breaks and page breaks.
2. To apply line spacing to paragraphs, select them, then use the **Line and Paragraph Spacing** button to review, apply and edit line and paragraph spacing.



NOTE: In BCAP1200 and 3100, the course requires using SIMnet, the learning tool which manages assignments and auto-grading. SIMnet is fussy! And precise line spacing matters, so use Show/Hide to turn on formatting marks and check your spacing carefully!