Line Spacing

Explanation
Line spacing controls the amount of vertical space between paragraphs or between the lines of a paragraph. Set line spacing early in the development process as changing line spacing will change how much text is on a page and may change the placement of tables, figures, etc., to undesirable locations.

Line spacing

By default, Word sets line spacing such that text occupies one line. You can increase the line spacing to put more space between lines. Word gives you five options for line spacing. Some of the most basic options, which might be applicable to ETDs, are shown in the following table:

<table>
<thead>
<tr>
<th>Option</th>
<th>What it does to the lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>Sets the line spacing at one line; this is the default.</td>
</tr>
<tr>
<td>1.5 lines</td>
<td>Sets the line spacing at one-and-a-half lines.</td>
</tr>
<tr>
<td>Double</td>
<td>Sets the line spacing at two lines.</td>
</tr>
</tbody>
</table>

To set line spacing in a paragraph:

1. Place the cursor on the line after which you would like the spacing to change or highlight the text you’d like to format.
2. Select Format, Paragraph to open the Paragraph dialog box (as shown below).

The Paragraph dialog box
3 Select the **Indents and Spacing** tab.

4 Select the option appropriate for your ETD from the Line Spacing drop-down menu. For a single spaced document, select **Single**. For one-and-a-half line spacing, select **1.5**. For double spacing, select **Double**.

5 Click **OK** to close the dialog box and view the document changes.

**Adjusting paragraph spacing**

By default, Word does not leave any spacing between paragraphs. You might, however, want to increase the space above and or below a paragraph to make it stand out on a page.

To increase the line spacing before and after a paragraph:

1 Choose **Format, Paragraph**.

2 In the Paragraph dialog box, use the spinner controls to set the Before and After spacing.

3 Click **OK**.