


## Changing the Spacing between Lines

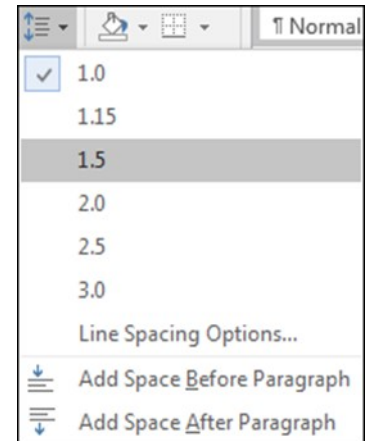
1. To change the line spacing for just one paragraph, click anywhere within that paragraph. To change the line spacing for more than one paragraph, highlight the appropriate paragraphs.
2. Click the **Home** tab, then click **Line and Paragraph Spacing**,  located in the **Paragraph** group.

3. Click on one of the options listed.

Double and 1.5 are often used for assignments and dissertations as they make documents easier to read.

4. If the option you need is not available, click on **Line Spacing Options....** This will open the **Paragraph** dialog box.

5. You can select one of the options from the **Line spacing:** drop-down box in the **Spacing** group.



### Line spacing options include:

#### At least:

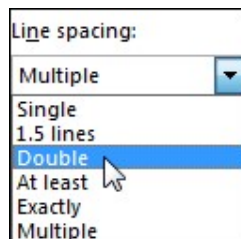
Choose this option if your document has large font sizes or graphics.

#### Exactly:

This options makes all lines evenly spaced.

#### Multiple:

Choose this if you want to increase or decrease line spacing by the percentage you specify.



#### Note:

If you would like to change the spacing before or after your paragraph, open the **Paragraph** dialog box as described above, and set the values you need in the **Before:** and **After:** drop-down boxes.

