

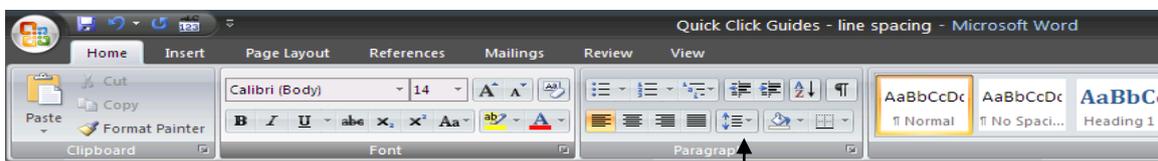


Need to Know IT

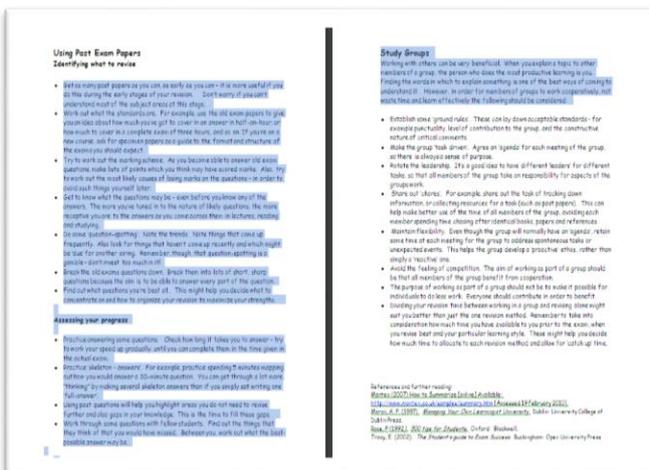
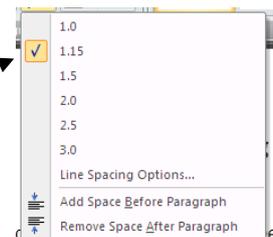
Changing Line Spacing in *Word 2007*[®]

Some written formats require different spacing between the lines of text. In Microsoft Word 2007, the usual default setting is 1.15 line spacing, unlike the old *single* (1.0) line spacing. This means that when you open a new Word document, the line spacing will already be set for you at 1.15. You may receive instructions that state a document must be formatted using 1.5 or 2.0 lines. This is also written as *one and a half*, or *double*, line spacing respectively.

If you have opened a new Word document, you may wish to set the line spacing from the beginning. From the *Home* tab on the Ribbon, click on the line spacing drop down menu and click on your preferred spacing.

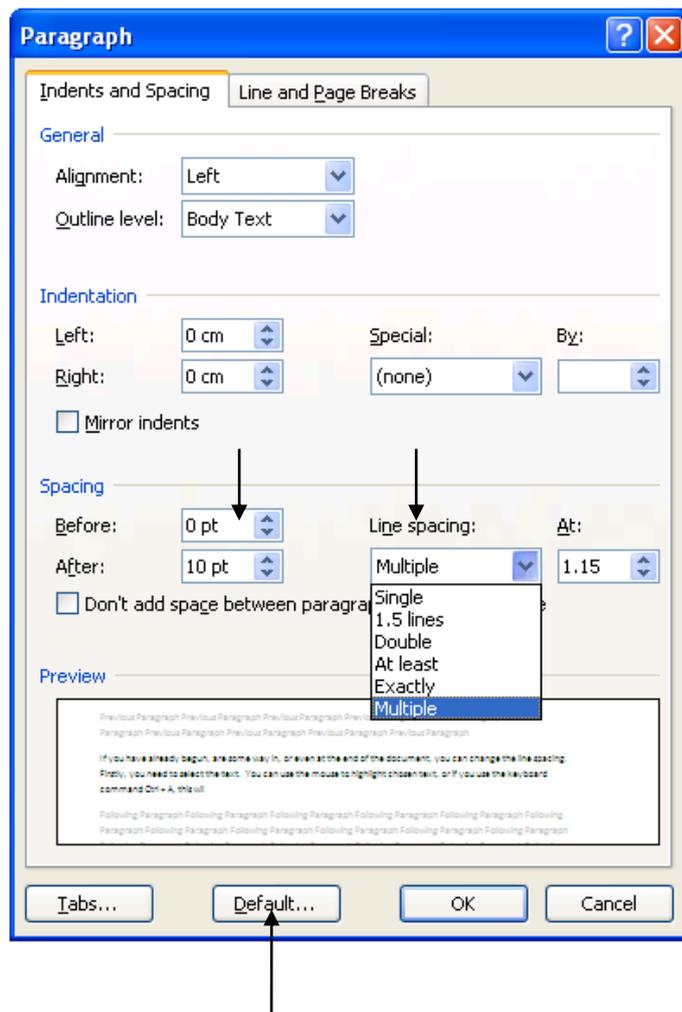
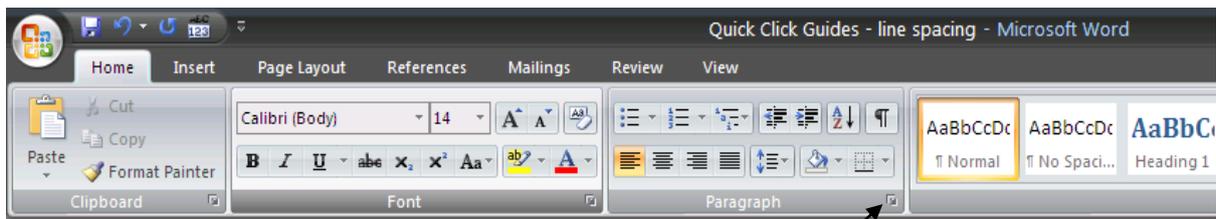


Choose the required line spacing and from that point on the line spacing for the whole document will be as set.



If you have already begun, are some way in, or even at the end of the document, you can change the line spacing. Firstly, you need to select the text. You can use the mouse to highlight chosen text, or if you use the keyboard command **Ctrl + A**, this will allow you to select ALL text (and objects) throughout the whole document.

Once you've selected where you'd like to change the line spacing, on the Ribbon choose the small rectangle in the Paragraph box.



From the options available you can make changes to the document you are working on, and also change the default settings, so that future pieces of work will be set out in the same manner.

1. Line spacing for the current document can be changed by simply clicking the amount you wish.
2. Changing the Default setting means that ALL future documents will have the same chosen settings. To do this you have to click on *Default* before you click on *OK*.
3. Before pressing *Default*, you may also decide to change the setting which puts an extra line space *After* the end of a paragraph. If you change this to 0 pt, just prior to clicking *default*, the extra line will no longer automatically appear.

Microsoft Office online also have more detailed and related questions and answers on <http://office.microsoft.com/en-us/word/HP051894831033.aspx>

If you'd rather follow a video snapshot check out: <http://www.woopid.com/video/1130/Changing-Line-Spacing>