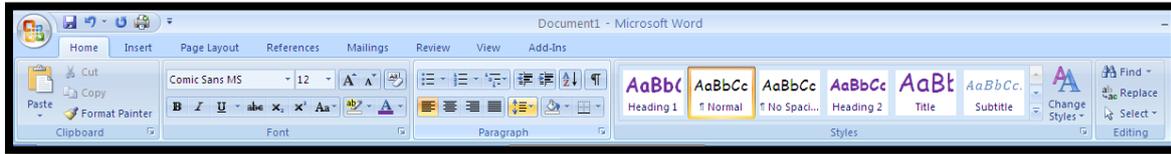




Need to Know IT

Line Spacing

The 'Line Spacing' functions are located on the 'Home' ribbon.



Line spacing refers to the size of the gap between lines of text. The default line spacing setting for Word 2007 is 1.15, however assignments may need to be submitted using different line spacing, such as 1.5 or 2.0. These may also be written as *one and a half*, or *double* line spacing respectively.

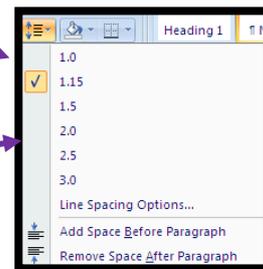
Setting the Spacing - New Documents

Click the 'Line Spacing' icon on the 'Home' ribbon.



The current line spacing setting is indicated by the tick on the left hand side of the number.

To select a different line spacing setting, click the required number. All subsequent text will use the new line spacing setting.



Existing Text

1. Select the text to be changed. If it is the entire document, use the keyboard command Ctrl + A to select all the text.
2. Click the 'Line Spacing' icon and choose the required spacing from the drop down list.

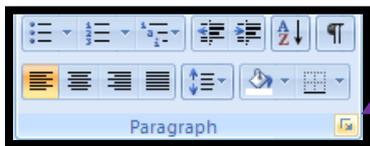
NB: Only the selected text will change to the new line spacing.

Changing the Default Setting for Line Spacing.

The default setting can be changed so that all future documents use the required setting. The 'Paragraph' dialogue box is used to select the line spacing and other options such as text alignment.

Opening the 'Paragraph' dialogue box.

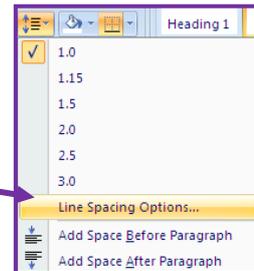
There are two ways of opening the 'Paragraph' dialogue box.



Either, click the small arrow on the 'Paragraph' section of the 'Home' ribbon

or

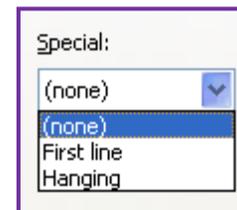
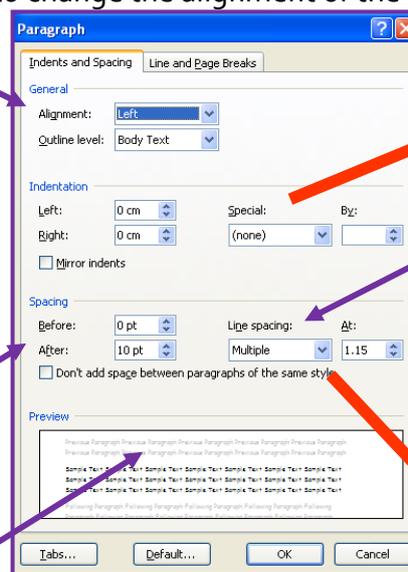
Click the 'Line Spacing Options...' on the 'Line Spacing' drop down list.



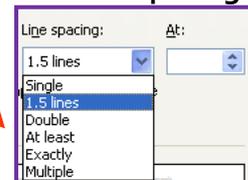
The 'General' section is used to change the alignment of the text

The 'Indentation' section is used to adjust the indentation of the text. The 'Special' option can be used to indent the first line of each paragraph or to create a hanging indentation.

The 'Spacing' option adjusts the amount of space that is displayed before or after a line.



Select from the line spacing options. You can select 'Single', '1.5 lines' or 'Double' spacing'.



For other line spacing options click the arrows in the 'At' box.

Click the 'Default' button to change the default settings for future documents.

