

06 Line + Paragraph Spacing

Introduction

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph** spacing. Changing the spacing in a document can improve readability.

Play the video by clicking the link below:

 [Line + Paragraph Spacing](#)

About Line Spacing

Line spacing is the **space between each line** in a paragraph. Microsoft Word allows you to customize the line spacing to be **single-spaced** (one line high), **double-spaced** (two lines high) or any other amount you want. The default spacing in Word is **1.08** lines, which is slightly larger than single-spaced.

In the images below, you can compare different types of line spacing.

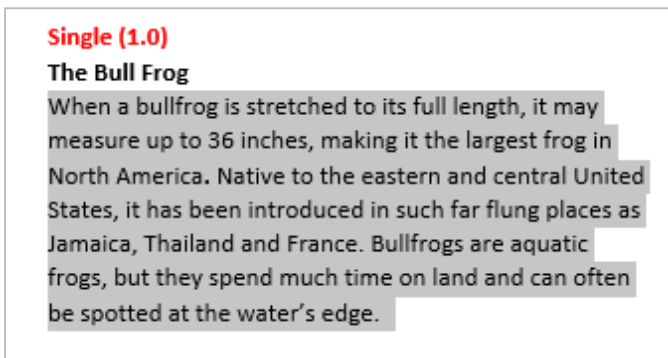
<i>Default line spacing</i>	<i>Single Line Spacing</i>	<i>Double Line Spacing</i>
<p>Lorem ipsum dolor sit amet, cons adipis elit. In interdum ante ac ornare ullam corper. Vivamus suscipit enim diam, in mattis nulla consequat at. Pellentesque sit amet luctus quam, id vehicula nisi. Integer at metus ac magna accumsan bulum. Phasellus nunc erat, pharetra vitae gravida in, pulvinar finibus orci. Null lacinia orci vulputate, rutrum sapien non, tincidunt. Fusce non fringilla nibh, maximus molestie nisl. Nunc eu dolor a erat mollis dictum. Vivamus gravida turpis tempor efficitur laoreet. Pellentesque habitant morbi.</p>	<p>Lorem ipsum dolor sit amet, cons adipis elit. In interdum ante ac ornare ullam corper. Vivamus suscipit enim diam, in mattis nulla consequat at. Pellentesque sit amet luctus quam, id vehicula nisi. Integer at metus ac magna accumsan bulum. Phasellus nunc erat, pharetra vitae gravida in, pulvinar finibus orci. Null lacinia orci vulputate, rutrum sapien non, tincidunt. Fusce non fringilla nibh, maximus molestie nisl. Nunc eu dolor a erat mollis dictum. Vivamus gravida turpis tempor efficitur laoreet. Pellentesque habitant morbi.</p>	<p>Lorem ipsum dolor sit amet, cons adipis elit. In interdum ante ac ornare ullam corper. Vivamus suscipit enim diam, in mattis nulla consequat at. Pellentesque sit amet luctus quam, id vehicula nisi. Integer at metus ac magna accumsan bulum. Phasellus nunc erat, pharetra vitae gravida in, pulvinar finibus orci. Null lacinia orci vulputate, rutrum sapien non, tincidunt. Fusce non fringilla nibh, maximus molestie nisl. Nunc eu dolor a erat mollis dictum. Vivamus gravida turpis tempor efficitur laoreet. Pellentesque habitant morbi.</p>

* Line spacing is also known as leading (pronounced to rhyme with “wedding”).

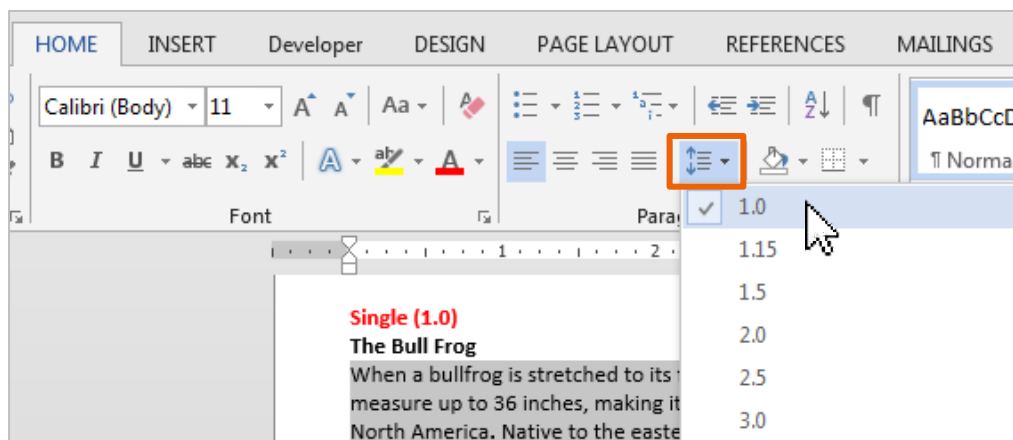
Exercise 06a

Using the sample as a guide, follow the directions below to complete the line spacing exercise.

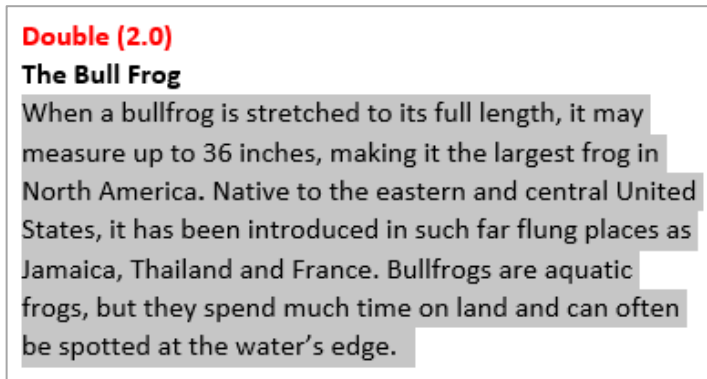
- Open a file on your computer:
Word 06a Template SPACING
 - Save the file in your Documents Folder:
File > Save As > Documents
 - Name your file by typing in the *File Name* box:
Word 06a YourFirstNameLastInitial SPACING
Save as type: Word Document
 - Click **Save**
- To format line spacing:**
- Select the text you wish to format – select the first paragraph of text.



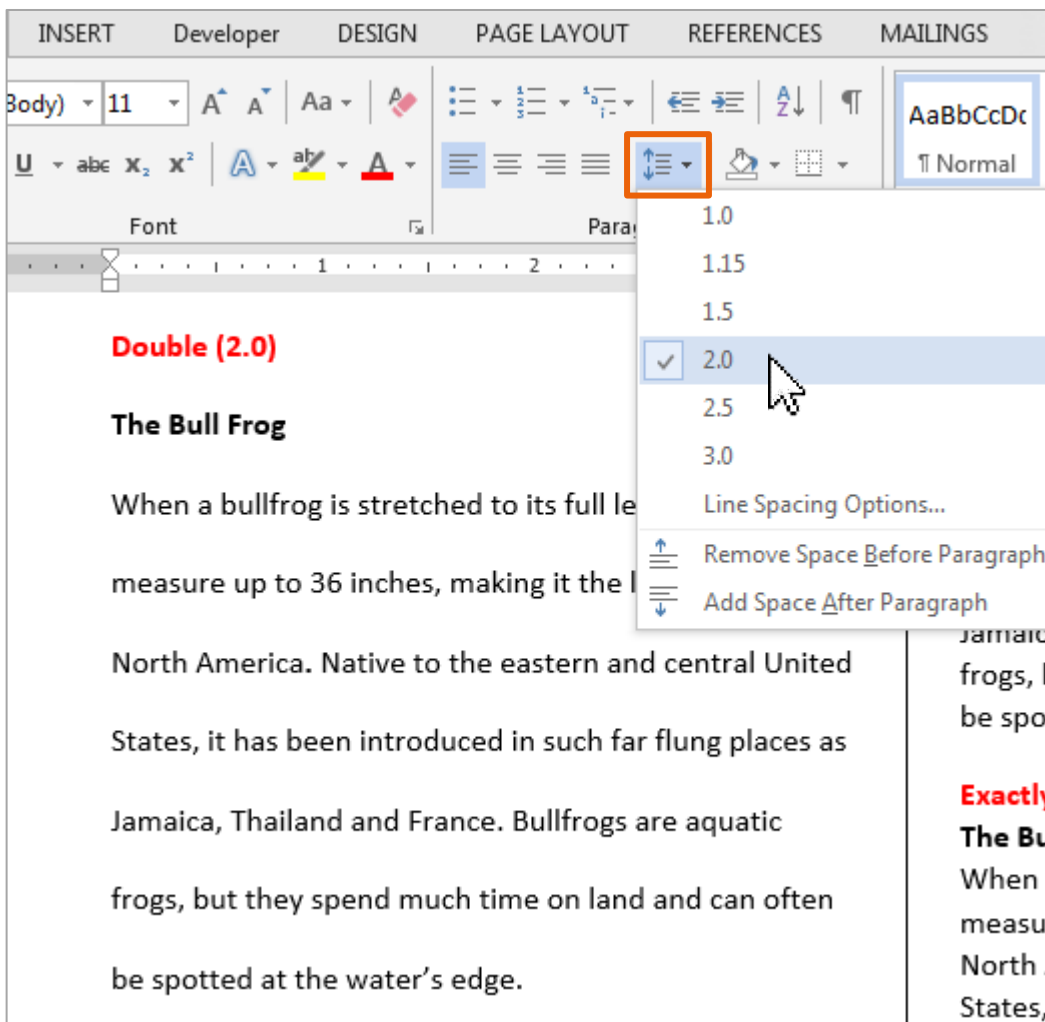
- On the **Home** Tab, click the **Line and Paragraph Spacing** command. A drop-down menu will appear.
- Move the mouse over the various options. A live preview of the line spacing will appear in the document.
- Select the spacing **1.0 (single line spacing)**.



- Select the second paragraph



- Choose **2.0** from the drop down menu (**double line** spacing).



Fine-tuning line spacing

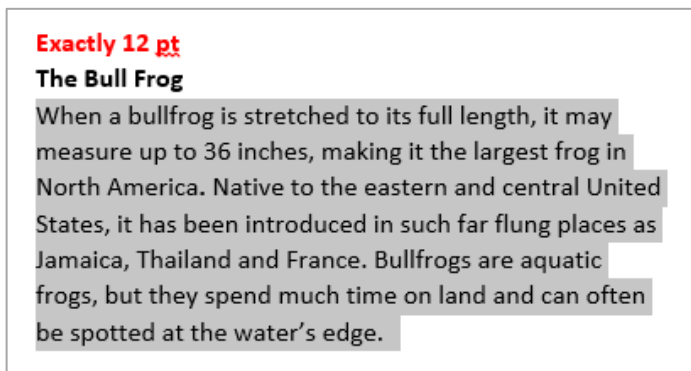
Your line spacing options aren't limited to the ones in the **Line and Paragraph** Spacing menu (*single, double, multiple*)

To adjust line spacing with **more precision**, we will use the line spacing called **Exactly**.

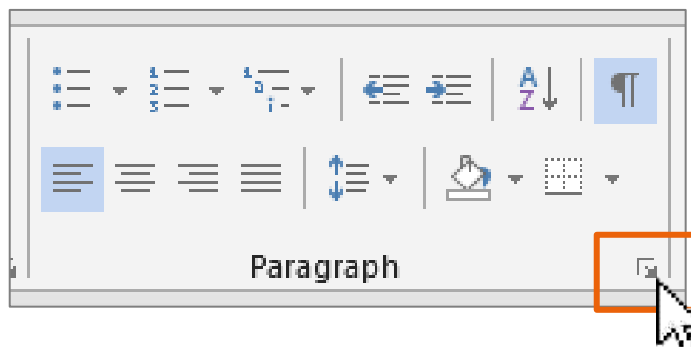
When you choose this option, the line spacing is **measured in points**, just like font sizes. Generally, the spacing should be at least the same as the font size or larger.

For example, if you're using **12 pt (point)** text, you could use **line spacing between 12 and 15 points**.

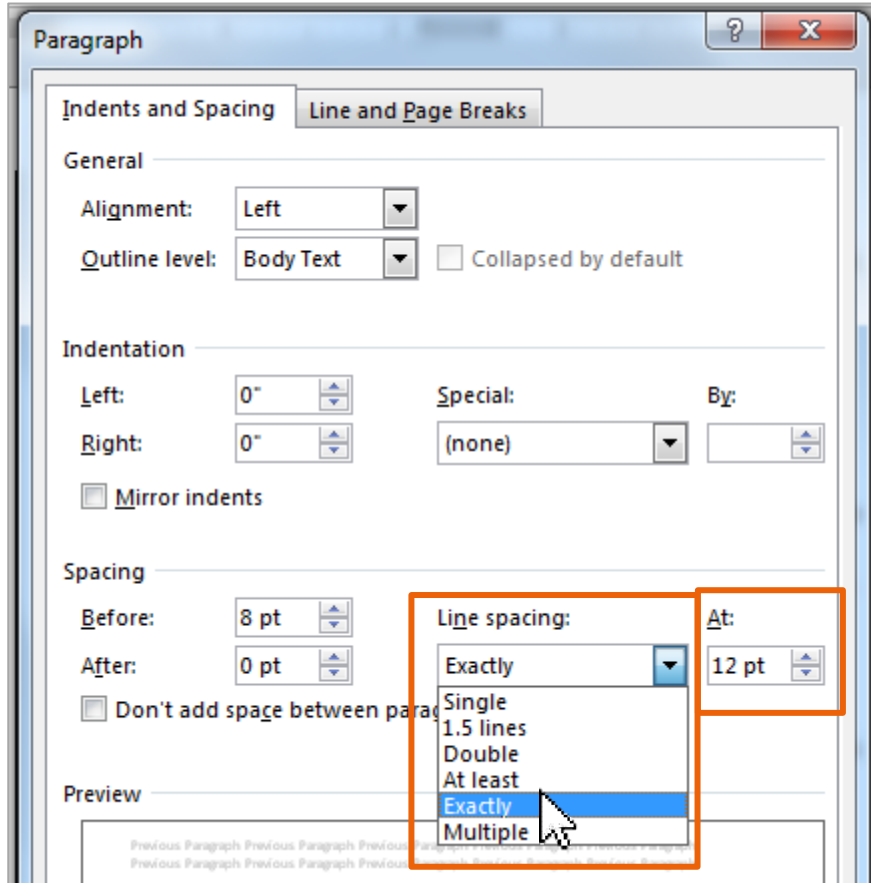
- Select the following paragraph:



- In the Home Tab, click the **Paragraph** setting command to open the Paragraph and Line spacing pop out window.



- In the Paragraph and Spacing dialogue box, in the **Line Spacing** drop down menu choose: **Exactly**.
- At:** Choose **12 pt** from the drop down menu.



Change the **line spacing** of the 3 remaining paragraphs in your document.

- Paragraph 2 – change line spacing to Exactly 13 pt**

Exactly 13 pt
The Bull Frog
When a bullfrog is stretched to its full length, it may measure up to 36 inches, making it the largest frog in North America. Native to the eastern and central United States, it has been introduced in such far flung places as Jamaica, Thailand and France. Bullfrogs are aquatic frogs, but they spend much time on land and can often be spotted at the water's edge.


- Paragraph 3 – change line spacing to Exactly 14 pt**
- Paragraph 4 – change line spacing to Exactly 15 pt**

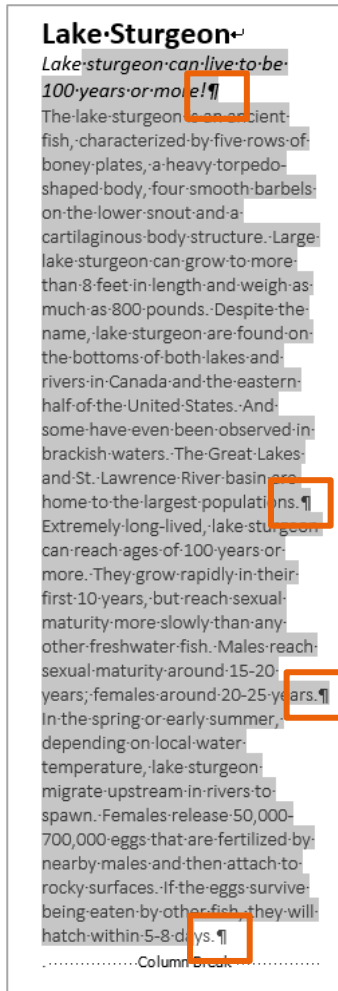
About Paragraph Spacing

When you press the **Enter key**, the insertion point is moved down to the next line. Just as you can adjust spacing between lines (line spacing), you can adjust the spacing **before** and **after paragraphs**, essentially any place where you have pressed the Enter key.

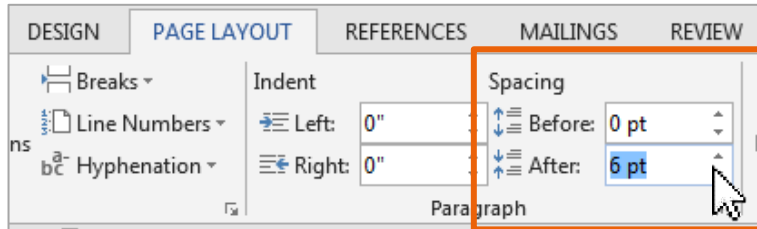
This is useful for **separating paragraphs, headings and subheadings**.

In this exercise, we'll **increase the space** after the paragraphs to separate them from each other. This will make our document **easier to read**.

- Scroll down to page 2**
- Select** the Lake Sturgeon text from the subtitle down to the bottom of the story. **Note: When setting line or paragraph spacing, It is not necessary to select every single word or character on the first or last line of a selection.**
- In the **Home Tab**, If you click the **show formatting symbols icon**,  you will see there are new paragraph lines throughout the text. Wherever a new paragraph line ¶ is placed in a document, the paragraph spacing will be inserted before or after it, whichever type of spacing you choose.



- In the **Page Layout** Tab, under the **Spacing** heading, click the arrows on the right side of the box to **6 pt** in the **Spacing After** Box. Your paragraph spacing will be changed in the text. You will see space between paragraphs.



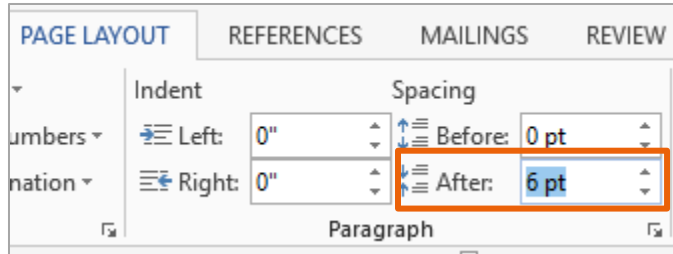
- **Select the text** in the **Salmon** story then hold down the **Ctrl** key to select the text in the **Whale Shark** story.

We are **not selecting the titles** as we don't want to add space after them.

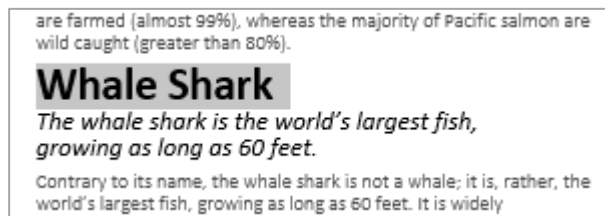
Salmon
Salmon live along the coasts of both the North Atlantic and Pacific Oceans.
The ecosystems of the Pacific Coast — from Alaska down to California — are tied together by one thing: salmon. Salmon have sustained human populations for generations and are the region's driving ecological force, but now 28 populations of salmon are listed as threatened or endangered.
Salmon live along the coasts of the North Atlantic and Pacific Oceans, and are also intensively produced in aquaculture all over the world as well.
Salmon migrate from fresh water where they are hatched, to oceans for their adult life. When they are ready to breed, they return to their fresh water birthing place — often to the very spot in which they were born.
Salmon are a very popular food fish. A simple rule of thumb is that the vast majority of Atlantic salmon available on the world market are farmed (almost 99%), whereas the majority of Pacific salmon are wild caught (greater than 80%).

Whale Shark
The whale shark is the world's largest fish, growing as long as 60 feet.
Contrary to its name, the whale shark is not a whale; it is, rather, the world's largest fish, growing as long as 60 feet. It is widely distributed, found worldwide in tropical and warm temperate seas, except the Mediterranean. As it swims, it sucks water through its gargantuan mouth, as wide as 5 feet, then filters out plankton and other microscopic organisms through its gills. It is an extremely patient feeder. Individuals have been observed waiting as long as 14 hours for fish to spawn on reefs in order to eat the eggs. Whale sharks migrate long distances according to food availability and water temperature. One specimen was tracked 8,000 miles across the Pacific.
Thought to have evolved 200 million years ago, one might think that humans would have had ample time to study the species, but its life history remains poorly understood, partially because it is both rare and migratory. Jacques Cousteau is reported to have observed only two whale sharks in his life. Scientists do know that the species gives birth to live young, unlike most fish, the eggs hatching in the mother's body. Litters number up to 300 pups, but survival rates are thought to be low. If they do survive, they may live as long as 100-150 years, reaching sexual maturity around 25 years.

- In the **Page Layout** Tab, under the **Spacing** heading, **type 6 pt** in the **Spacing After** Box. Your paragraph spacing will be changed in the text. This will add 6 pt of space after each paragraph.

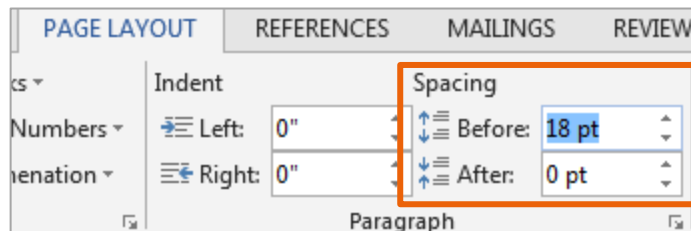


- Select** the Title *Whale Shark*.



You will now add space between Whale Shark and the end of the last story.

- In the **Page Layout** Tab, under the **Spacing** heading, either click the arrows to the left of *Before* or type **18** into the **Spacing Before** Box.



Your paragraph spacing will be changed in the text.
18 pt of space will be added between the stories.

- Save your document and email it to your instructor.**

Exercise 06b

Using the sample as a guide, follow the directions below to complete a title page.

- Open** the Word 2013 Application.

For this exercise, you will start from a blank document instead of a template:

- From the Word application, click **Blank Document**

- Save the file in your Documents Folder:
File > Save As > My Documents

- Name your file by typing in the *File Name* box:
Word 06b YourFirstNameLastInitial SPACING
Save as type: Word Document
Click **Save**

- Go to <https://www.coolgenerator.com/story-title-generator> to generate a story title

- Type the following text on your page, press the enter key after each line:

Your Story Title

Your First Last Name

Word Exercise 6b

Digital Technology

Today's Date

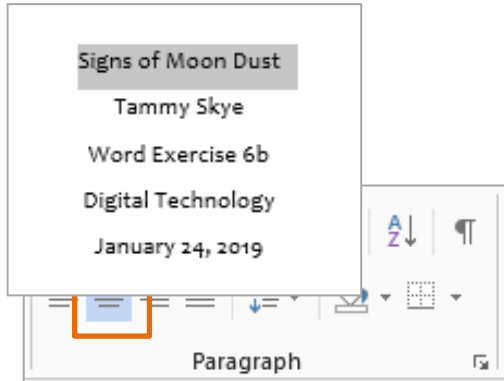
- Select the text



- In the **Home Tab**, **centre** the text.

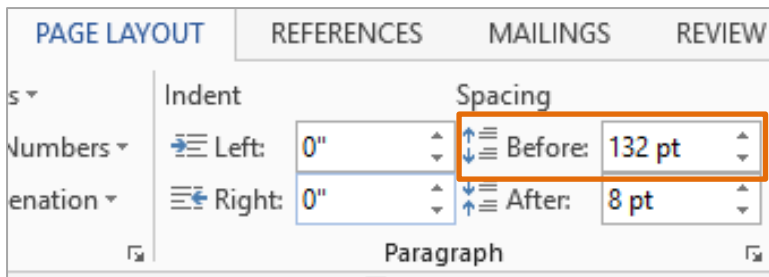
With the text selected, make the following changes

- Font Size: **14**
- Font Style: **Candara**
- Select the **first line of text**



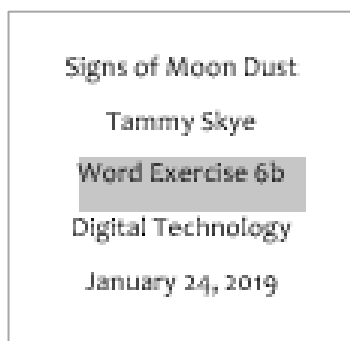
You will now move the text down on the page. To do this, you will use the **paragraph spacing** tool, instead of pressing the enter key several times:

- In the Page Layout Tab, type **132 pt** in the **Paragraph Spacing Before** box:



You will now move down the last two lines of the text:

- Select line: *Exercise 6b*



Save your assignment and email it to your instructor.

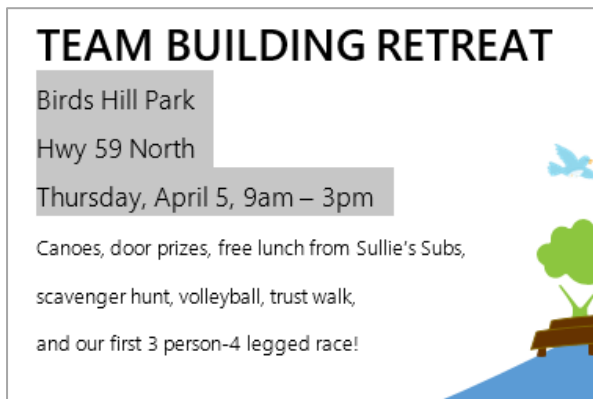
Exercise 06c

Using the sample as a guide, follow the directions below to complete the exercise.

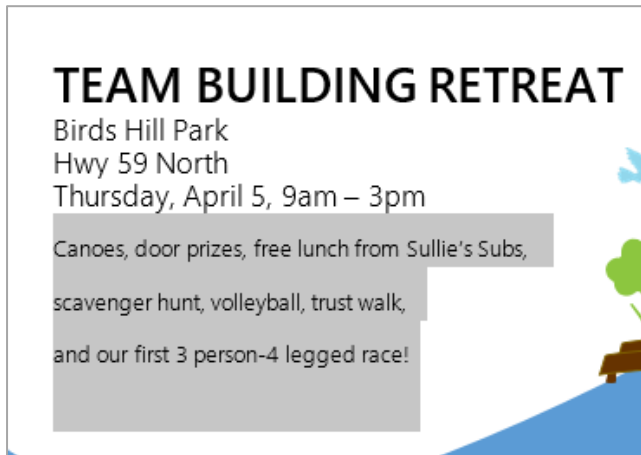
- Open a file on your computer:
Word 06c Template SPACING
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 06c YourFirstNameLastInitial SPACING
Save as type: Word Document
Click **Save**

Invitation 1 - Change the following Line Spacing + Paragraph Spacing

- Select** the 3 lines of text as shown below.
- To bring the text lines closer together, change the **Line Spacing** to **Exactly 18 pt.**
(See pages 4 +5 in this document to locate the line + paragraph spacing tools.)



- Select the 3 lines of text as shown below.



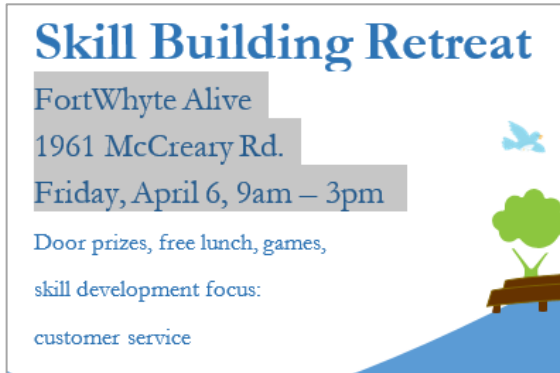
- Change the **Line Spacing** to **Exactly 16 pt**
- Select the text as shown below.



- To add space between the paragraphs of text, change the **Paragraph Spacing After** to **8 pt**

Invitation 2- Change the following Line + Paragraph Spacing

- Select the 3 lines of text as shown below.
- To bring the text lines closer together, change the **Line Spacing** to **Exactly 23 pt**.



- Select the 3 lines of text as shown below.
- Change the **Line Spacing** to **Exactly 17 pt**



- Select the text as shown below.
- To add space between the paragraphs of text,



change the **Paragraph Spacing After** to **8 pt**

Note: When you add paragraph spacing (spacing before, spacing after), space will be added only where returns ¶ exist.

In many situations, paragraphs are continuous text with a return after each paragraph.

In this exercise, the paragraphs were created by forcing the end of the line with a **Soft Return** by pressing the **Shift + Enter** keys at the end of the line.

When you add **Paragraph Space After** or **Space Before**, the Soft Returns are ignored and the 3 lines are treated like one paragraph.

The image shows a document titled "TEAM-BUILDING RETREAT" with several lines of text. Each line is annotated with a symbol and a label: "Regular Return" (¶) for the title, "Soft Return" (↵) for "Birds Hill Park", "Soft Return" (↵) for "Hwy 59 North", "Regular Return" (¶) for "Friday, April 5, 8am-3pm", "Soft Return" (↵) for "Canoes, door prizes, free lunch from Sullie's Subs", "Soft Return" (↵) for "scavenger hunt, volleyball, trust walk", and "Regular Return" (¶) for "and our first 3-person 4-legged race".

- Save your assignment and email it to your instructor.