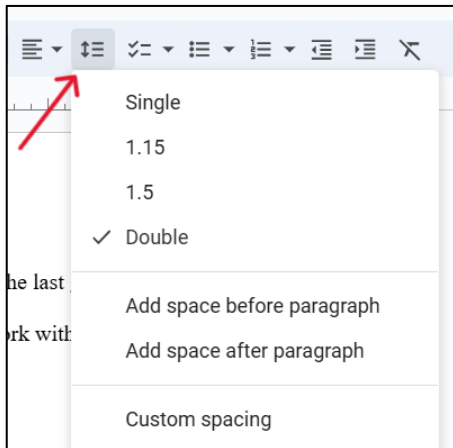




Formatting Paragraph and Line Spacing

Google Docs



In the toolbar, select the tab with the three lines and vertical arrow, which will pull up a menu with line and paragraph spacing options.

Speaking and Writing Center [1]: These settings can also be found under the 'format' tab

The top four options on the drop-down menu allow you to change the spacing of your lines.

The next two options on the drop-down menu allow you to change the spacing between your paragraphs. Adding a space before or after your paragraph will create a double space effect between paragraphs (or, a larger space than the one within paragraphs if the text is already double-spaced).

If this “add space” option is already checked, the label pop-up will change to “Remove space before/after paragraph”. Removing the space will reduce the space between your paragraphs.

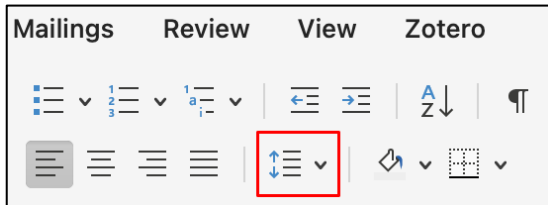
Remove space before paragraph

Add space after paragraph

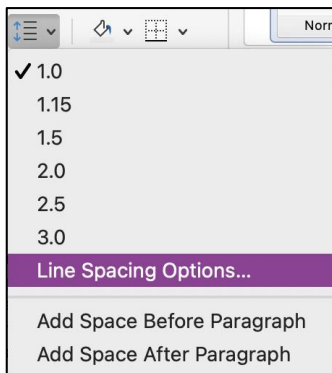
Lastly, if the presets are not what you are looking for, you can click “Custom spacing” and type in your spacing widths, both within and between paragraphs, manually.



Microsoft Word



To format paragraph and line spacing in Microsoft Word, simply stay on the “Home” resource tab and click on the icon with four horizontal lines and a vertical arrow, as shown in the red box.



You will then see these options in the drop-down menu. There are a few presets for line spacing already made.

If you are looking to create space between your paragraphs, simply click either “Add Space Before Paragraph” or “Add Space After Paragraph”, depending on your spacing needs.

If these presets do not contain the spacing option you are looking for, click on “Line Spacing Options...”, highlighted in purple.

The options in the red box allow you to customize your line and paragraph spacing. The box pointed out by the arrow will show you what your customizations will look like in your document. Clicking “OK” will save your customizations.

