

To Change Line Spacing

You can change the amount of space between the lines of text in your document to make it easier to read and to edit.

- Highlight the paragraphs you want to change to the new line spacing.
- On the menu bar, click **Format**.
- Click **Paragraph**.
- On the Paragraph dialog box that appears, click the **Indents and Spacing** tab.
- Move to the area called **Line Spacing**. To display a list of the available line spacing options, click on the arrow and select the spacing you want to use.
- Click **OK**.
- To de-select text, click outside the selected area.

