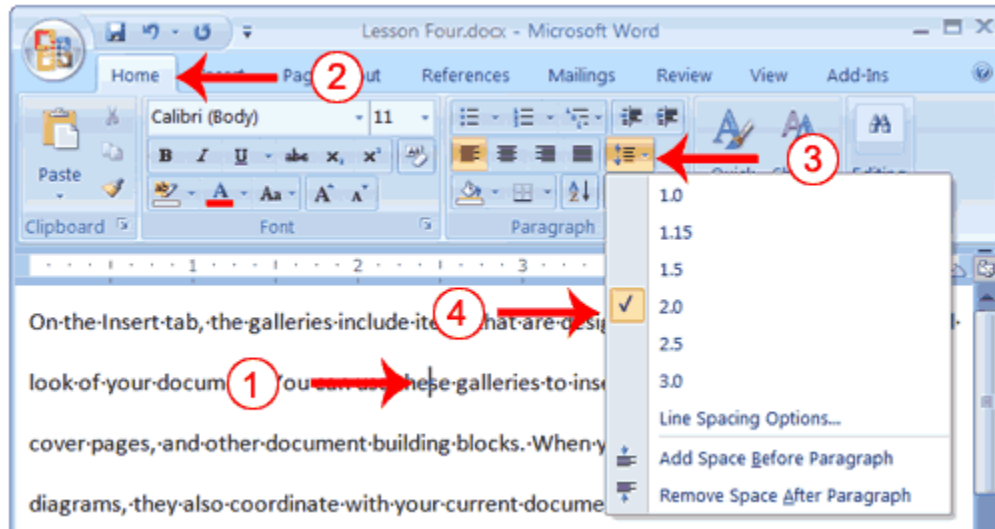



## Change Line Spacing

Line spacing sets the amount of space between lines within a paragraph. The spacing for each line is set to accommodate the largest font on that line. If the lines include smaller fonts, there will appear to be extra space between lines where the smaller fonts are located. At 1.5, the line spacing is set to one-and-a-half times the single-space amount. At 2.0, the line spacing is set to two times the single-space amount (double space).



1. Place your cursor anywhere in the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. Click the Line Spacing button  in the Paragraph group. A menu of options appears.
4. Click 2.0 to double-space the first paragraph.