

How to adjust the standard spacing between words in Word

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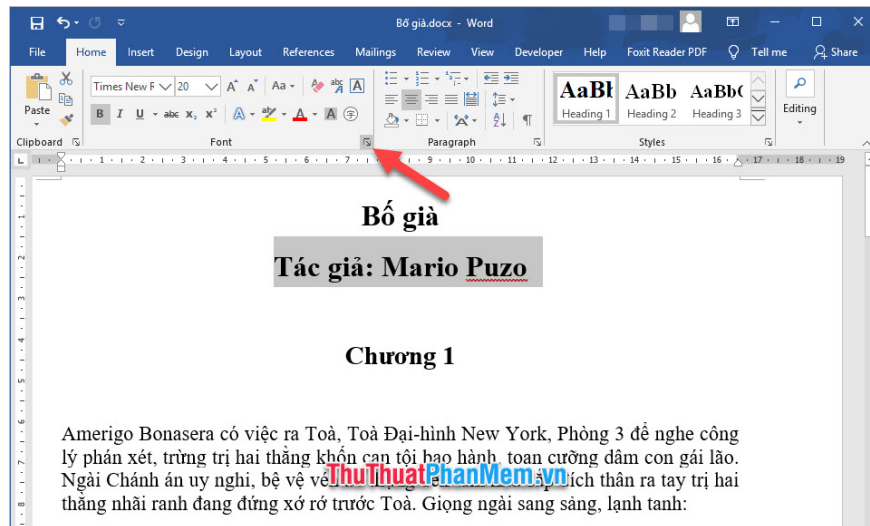


The space between the lines of the text is usually defaulted according to the style of the font, there is a font style that will let you see the words being written close to each other but also a font style that lets you see them quite a distance.

However, you can still adjust these distances according to your wishes. There are many styles for adjusting the distance between letters, we will learn each one at a time.

First, to adjust the spacing between letters, you need to select the words that you want to adjust the spacing.

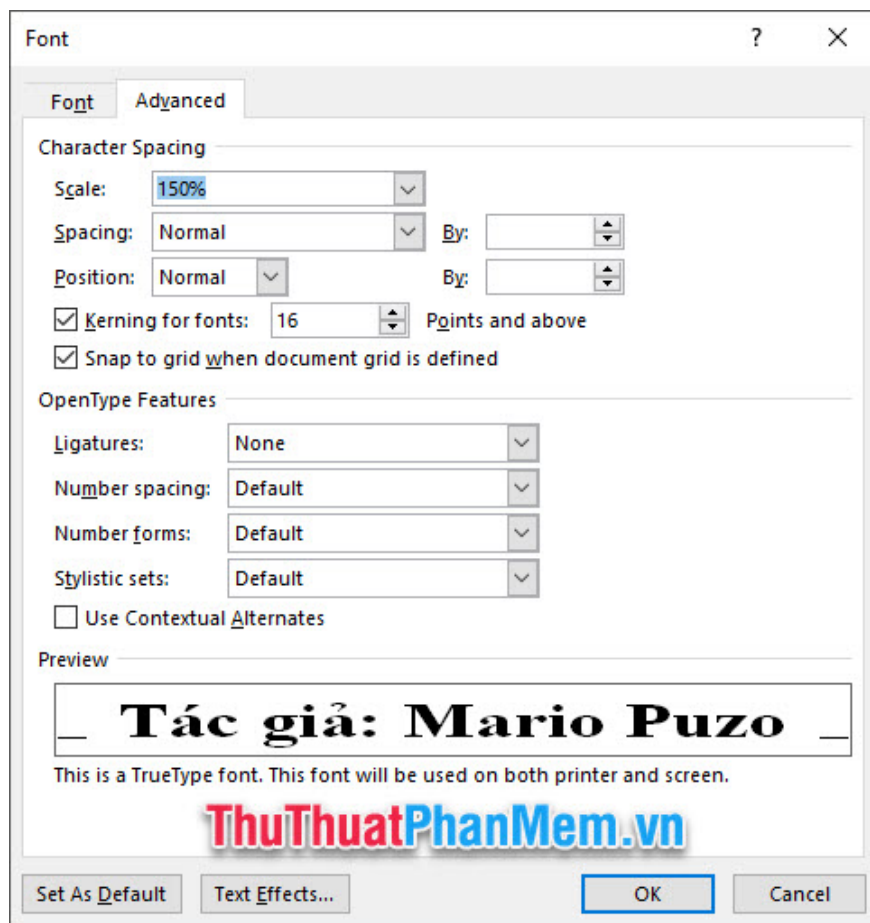
Then click the **Font** icon extension in the **Home** ribbon .



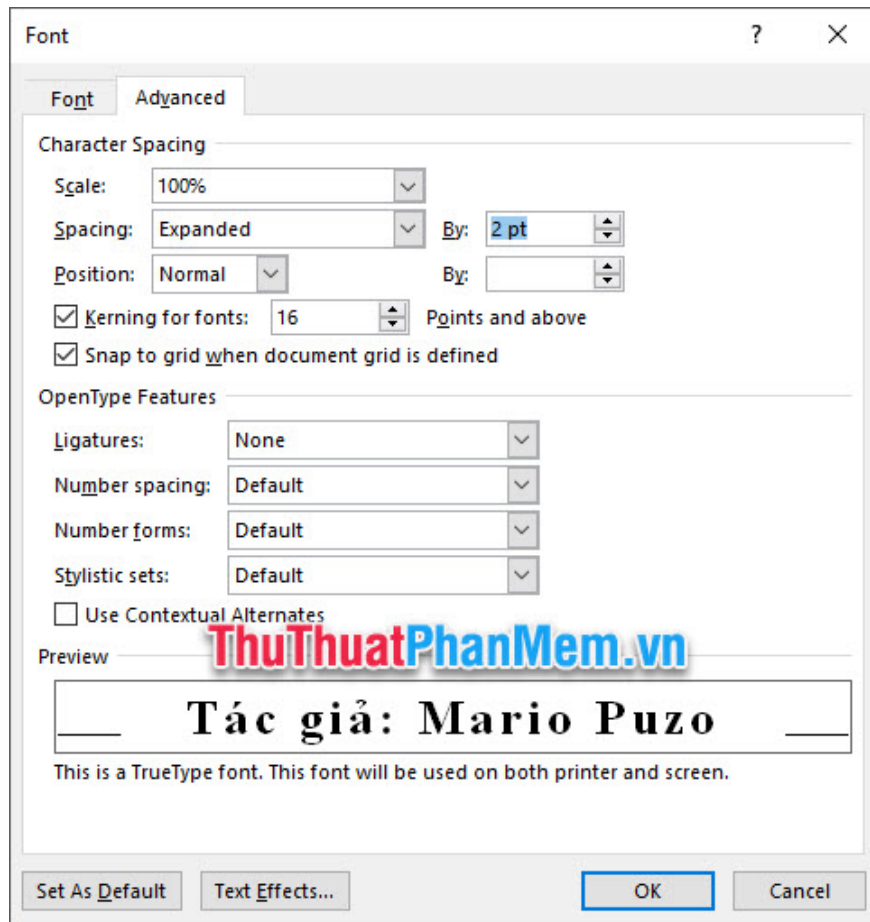
The **Font** function window will open and open the **Advanced** tab . Here you can adjust the spacing between words in Word in the **Character Spacing** section .

With **Scale** , you can change the standard spacing between letters with scale. Greater than 100% is the spacing and smaller than 100% is narrowing the distance.

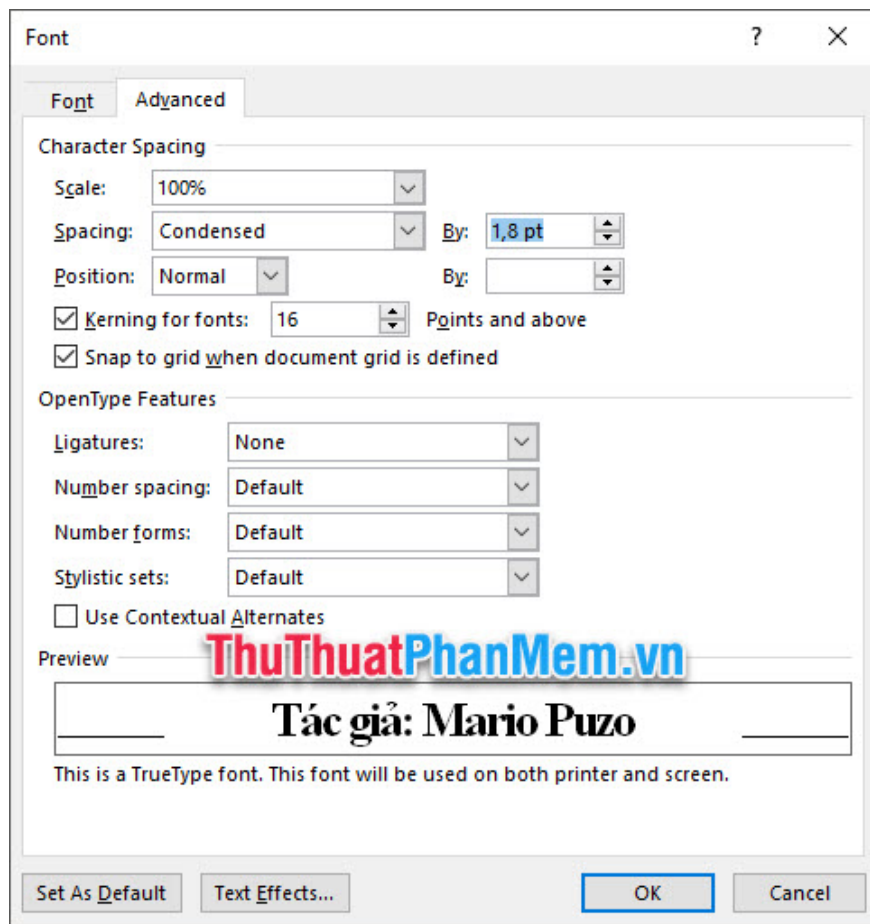
You can preview the elasticity between words in the **Preview** section below.



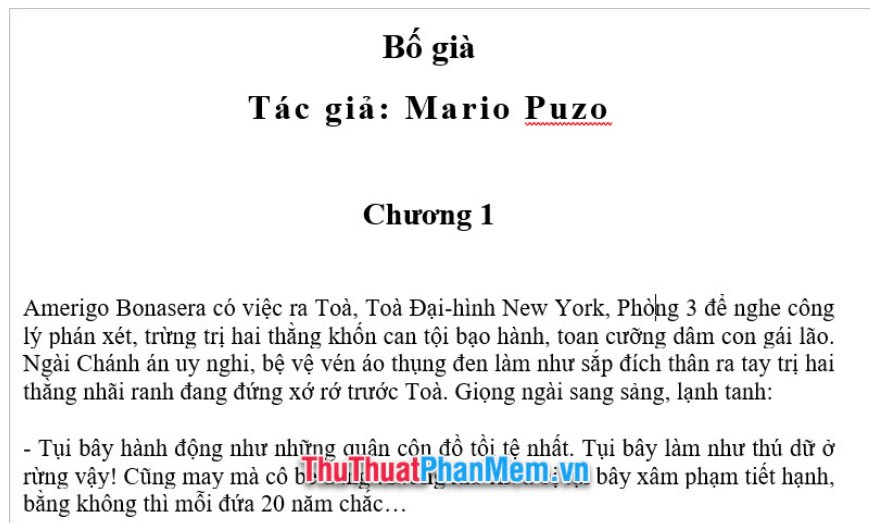
With **Spacing** , you can choose to **Expanded** to line the resolution. About 2pt, you can stretch the line at a distance as shown in the picture.



Or if you choose **Condensed** , you can shrink the line by resolution.

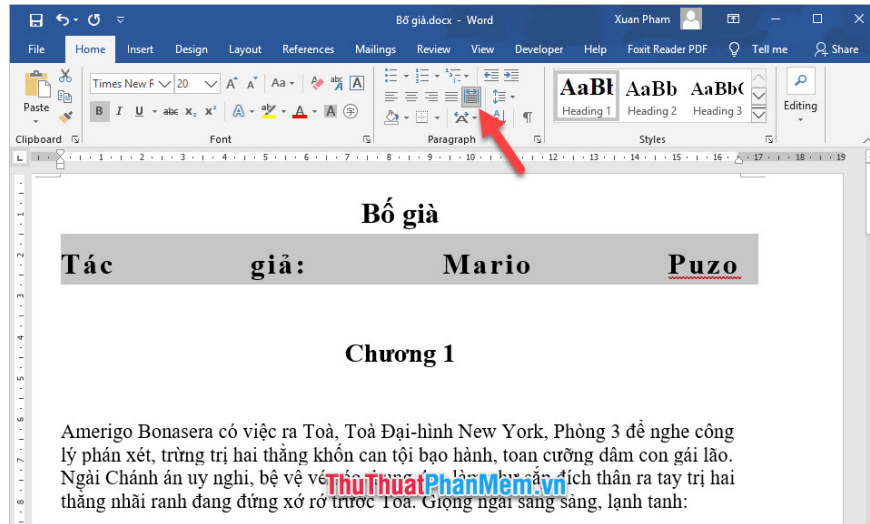


After selecting the installation is complete, you click **OK** to confirm the installation. Then the words that have been blacked from the beginning will automatically shrink or stretch the line at the distance you choose.

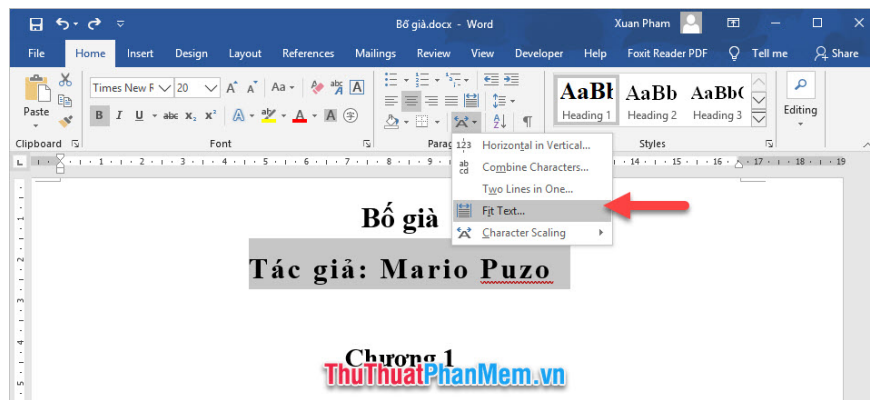


There are also some other types of line expansion that is **Distributed** function used to stretch the text to fit the paper size. You can find the **Distributed** icon in the **Paragraph** section of the **Home** ribbon .

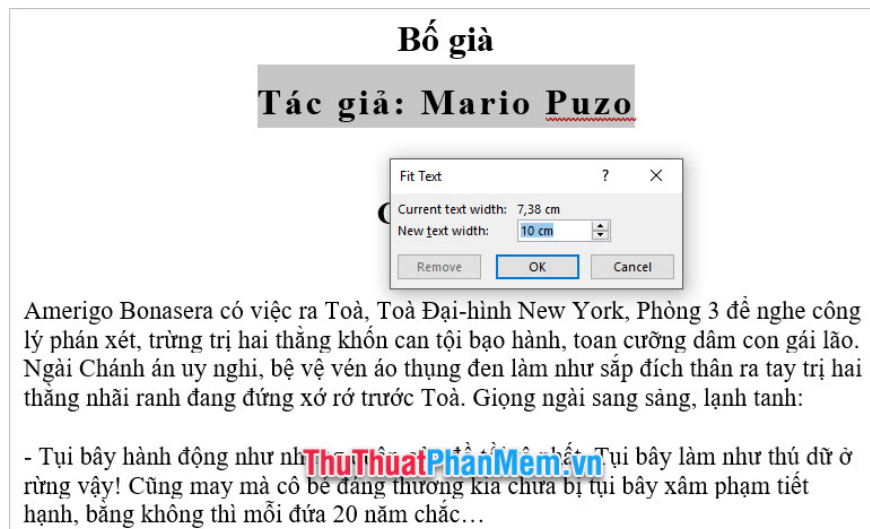
Or use **Ctrl + Shift + J** to perform the same function.



Fit Text function is also a function to adjust the spacing between words quite accurately. You can find it just below **Distributed** in the **Paragraph** section of **Home** .

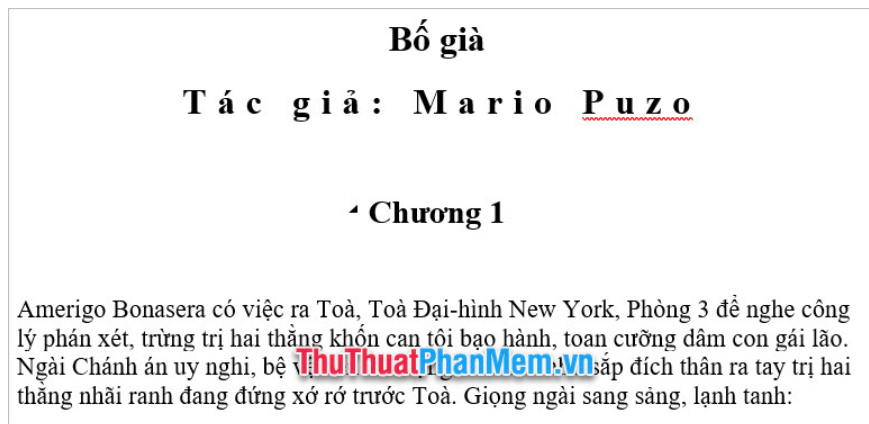


Using **Fit Text** , you can adjust the exact length of the phrase you choose. As shown in the image below, you will see **Current text width** is the inherent length of the selected text.



You enter parameters in the **New text width** to change the length of the phrase. **TipsMake.com** chose a length of 10 cm which is slightly larger than the old length of 7.38 to make a new distance for the word cluster.

As a result, you will get that the phrase will be evenly stretched to equal the length of 10cm.



Hopefully the article [How to adjust the standard spacing between words in Word](#) has helped you have more knowledge on how to edit the spacing between letters. Wish you can successfully implement this procedure and see you again in the following tips.

You finished reading the article "[How to adjust the standard spacing between words in Word](#)" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.