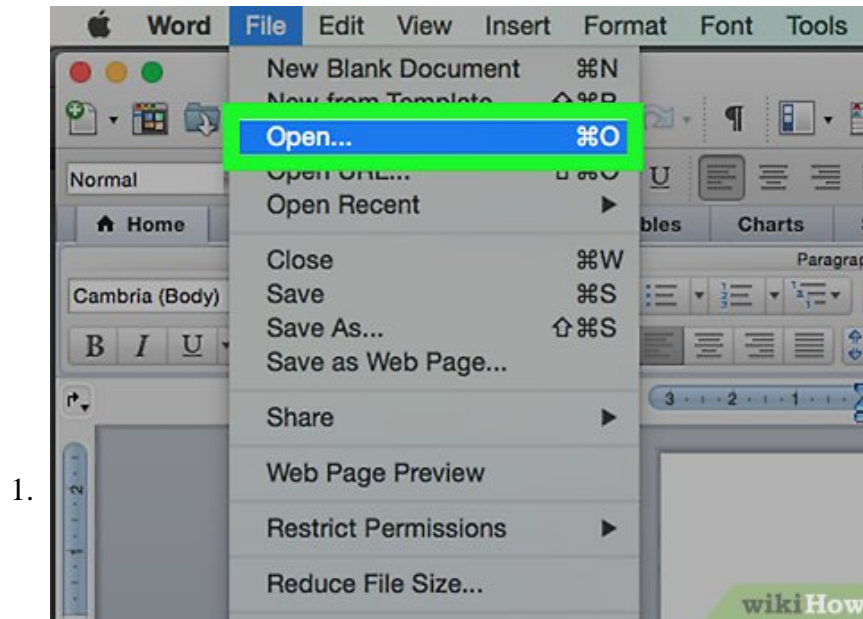


How to Double Space

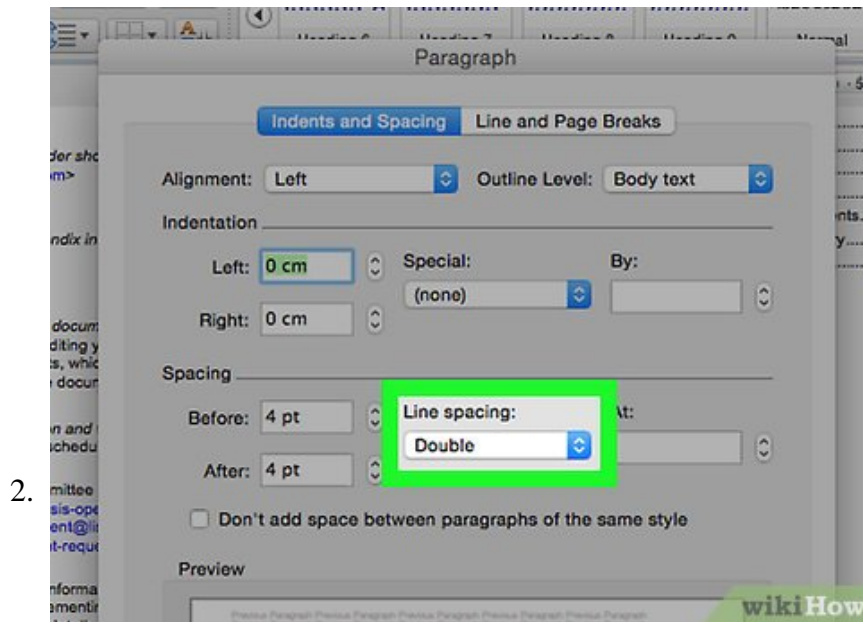
Whether you are writing an essay for school or a narrative report for work, you have to choose line spacing for any written work. Most people prefer to write with a double space between lines, because it makes it easier for the reader to...

Method 1 of 3:

Double Spacing in Microsoft Word

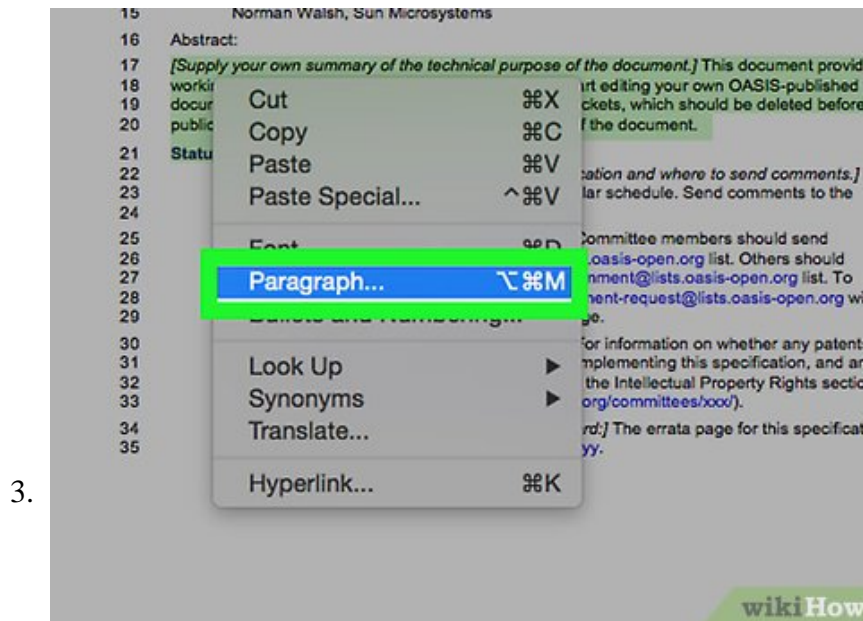


Open up the document you are working on. This can be a blank page if you are planning to format the whole thing and you have not begun writing yet.



Create a default setting that will ensure the entire document is double-spaced.

1. Look in the Styles group on the toolbar. On the home tab, right-click on Normal. Once a menu pops up, click on Modify.
2. Look for the Formatting prompt and click the Double Space button.
3. Click OK. This will set your entire document in a double space format.

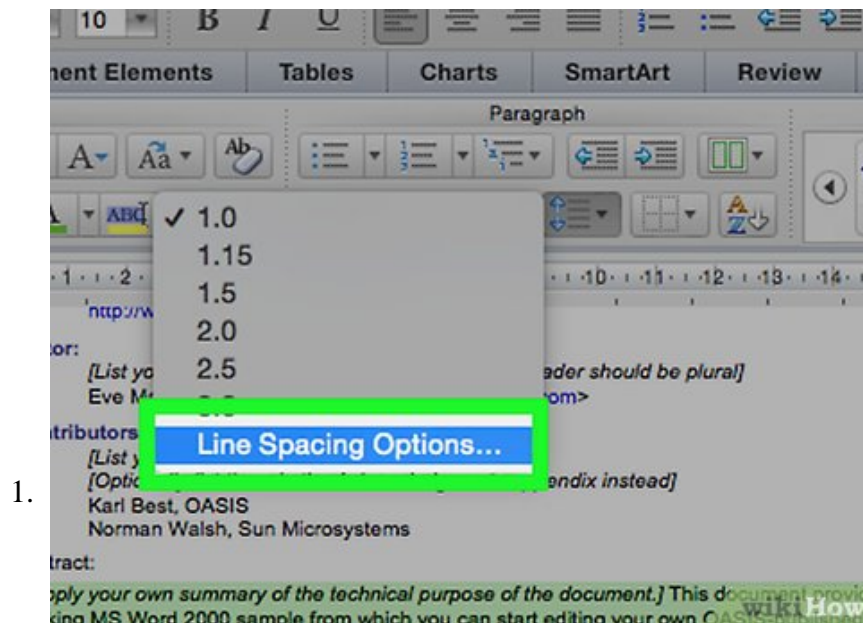


Create an area within your document where you want double spacing. This may be a section of text in a single spaced document or in something with larger spaces.

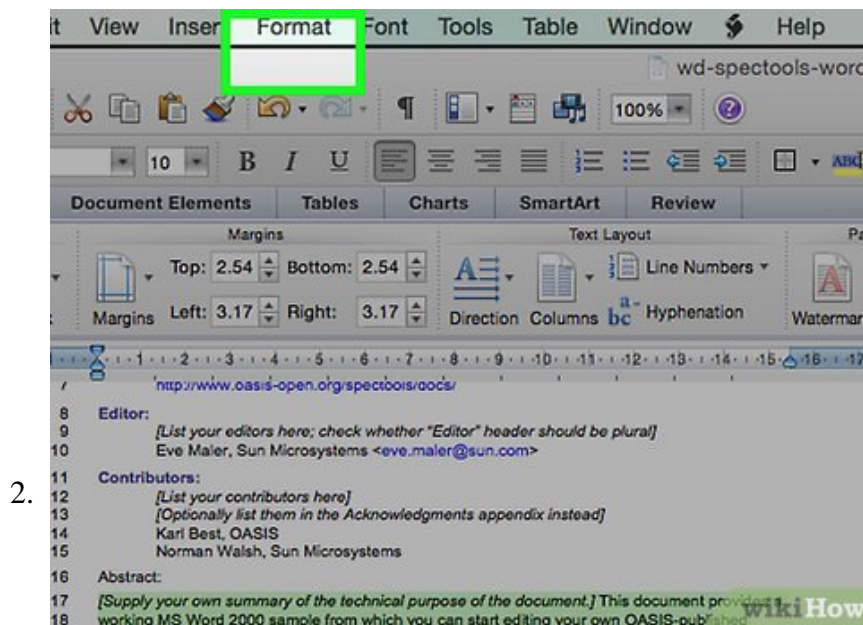
1. Highlight the text you want to double space.
2. Click on Line and Paragraph Spacing, which can be found in the Paragraph group of the Home tab.
3. Click on the 2.0 option. This will double space the area of the document you have highlighted.

Method 2 of 3:

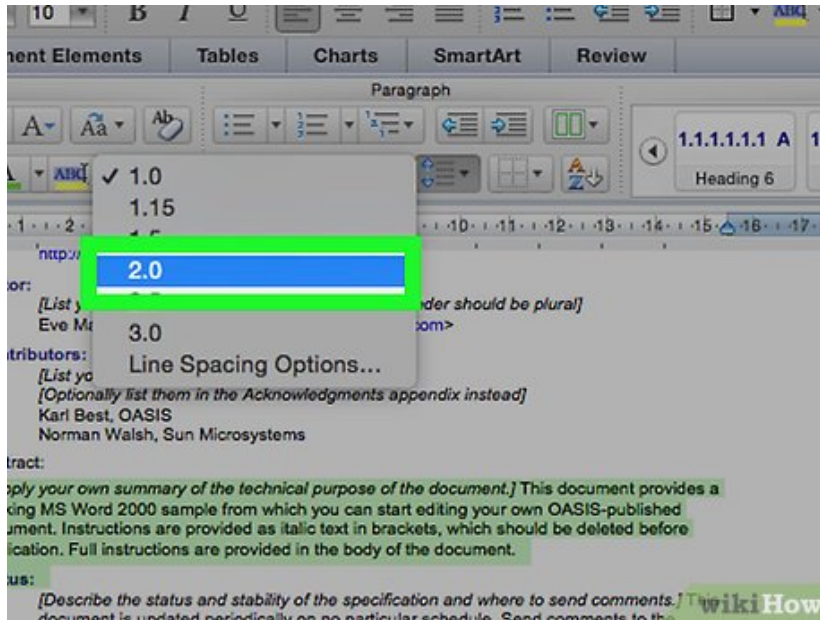
Double Spacing in WordPerfect Programs



Use the Line Spacing or Leading feature in Wordperfect to create a double space between lines in the entire document or just a section.

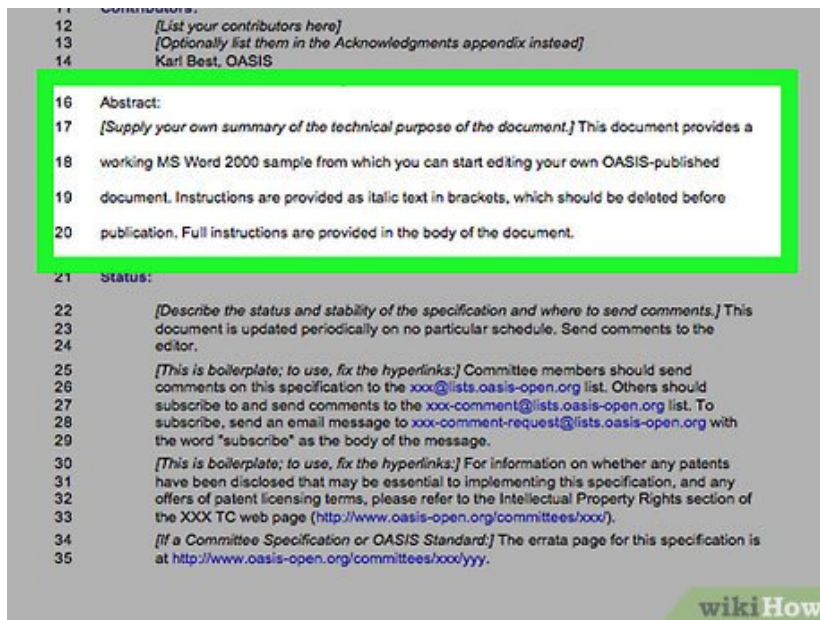


Click on **Format**. You will see a menu that offers Line. Click on Line and then on Line Spacing.



3. *[Supply your own summary of the technical purpose of the document.]* This document provides a working MS Word 2000 sample from which you can start editing your own OASIS-published document. Instructions are provided as italic text in brackets, which should be deleted before publication. Full instructions are provided in the body of the document.

Type 2.0 in the Spacing box that pops up. Instead of offering a few choices, Wordperfect will ask you to create your own line spacing value. A 2.0 value will mean double spacing.



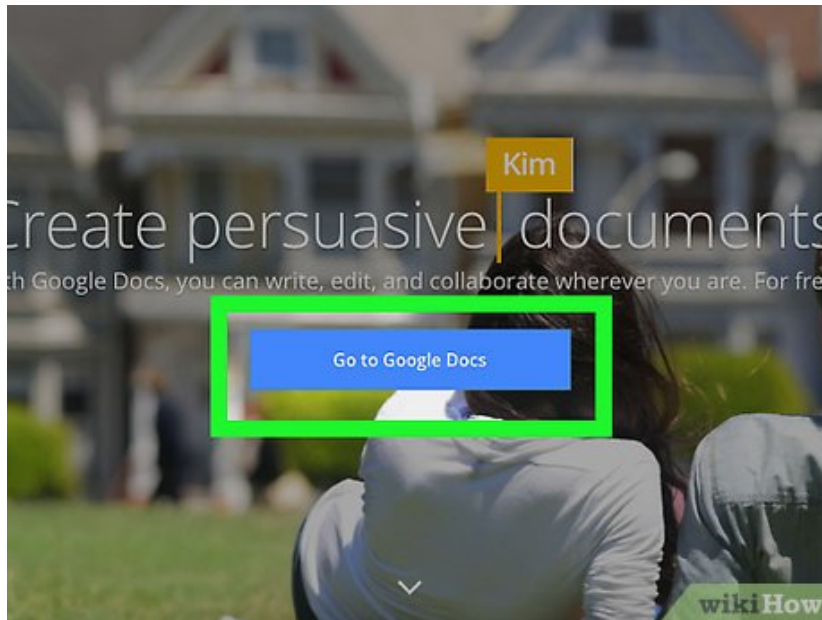
4. *[Describe the status and stability of the specification and where to send comments.]* This document is updated periodically on no particular schedule. Send comments to the editor.
[This is boilerplate; to use, fix the hyperlinks:] Committee members should send comments on this specification to the xxx@lists.oasis-open.org list. Others should subscribe to and send comments to the xxx-comment@lists.oasis-open.org list. To subscribe, send an email message to xxx-comment-request@lists.oasis-open.org with the word "subscribe" as the body of the message.
[This is boilerplate; to use, fix the hyperlinks:] For information on whether any patents have been disclosed that may be essential to implementing this specification, and any offers of patent licensing terms, please refer to the Intellectual Property Rights section of the XXX TC web page (<http://www.oasis-open.org/committees/xxx/>).
[If a Committee Specification or OASIS Standard:] The errata page for this specification is at <http://www.oasis-open.org/committees/xxx/yyyy>.

Remember that the double spacing will take place from whatever part in the text your cursor is positioned.

1. Place your cursor on the very top of the page if you want the entire document to be double spaced. Everything will be double spaced until you reset it to something else, such as 1.0 for single spacing.

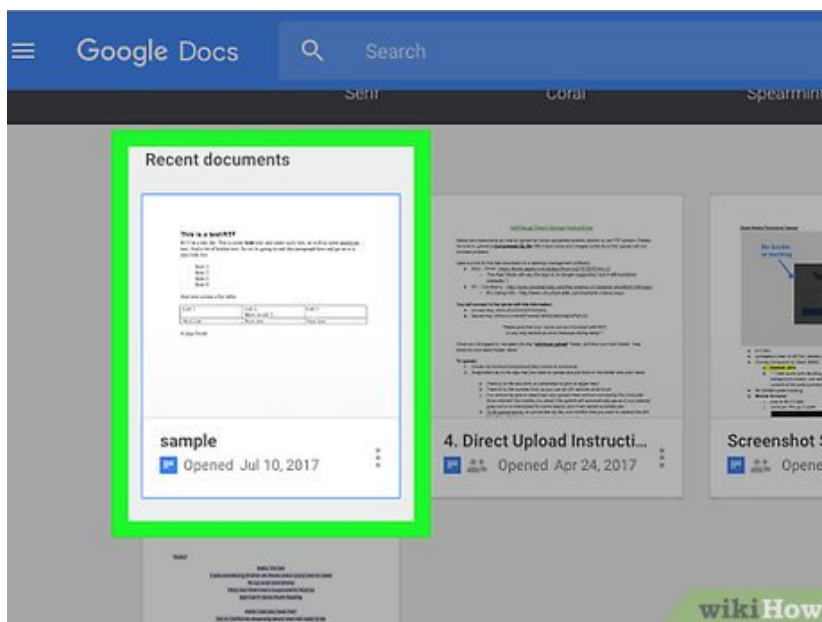
Method 3 of 3:

Double Spacing in Google Docs



1.

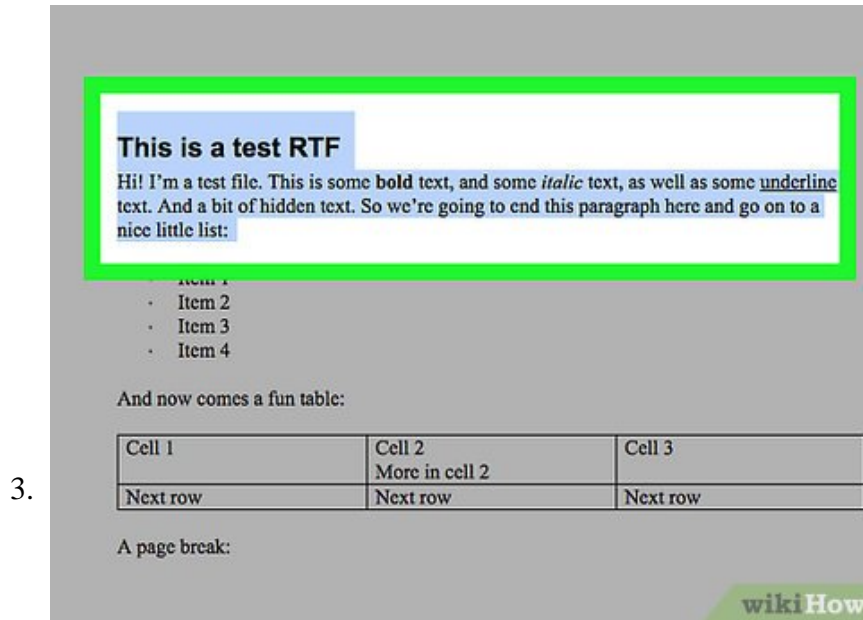
Open up Google Docs in your web browser. Log into your account if you are not automatically logged in, and look for the summary of your Google documents.



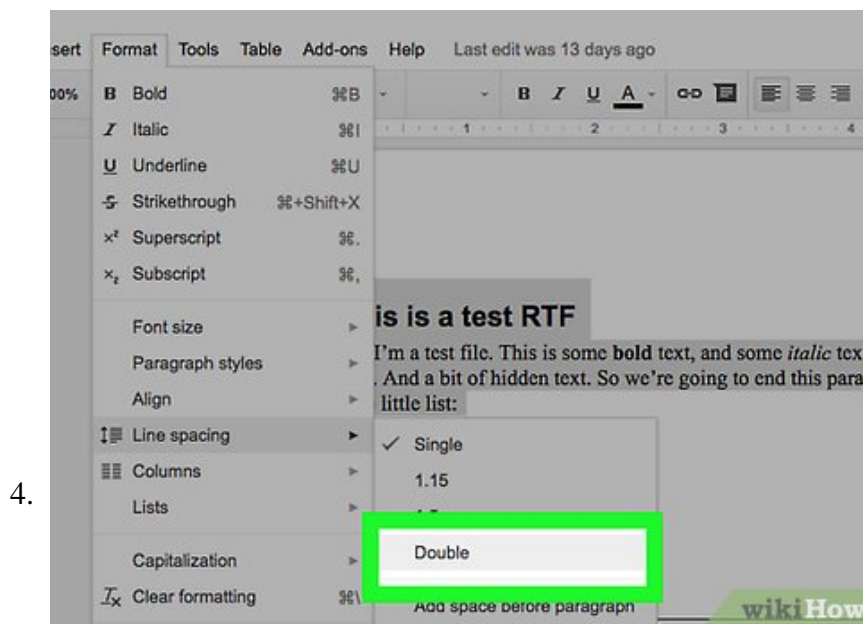
2.

Click on the text document from the list that you want to double space.

1. Click on Create New if you are starting a new document and you want to use double spacing.



Select the area of text you want to double space by highlighting it. If you want to do the whole document, or you are creating a new document, hold down the Control (Ctrl) button with the A button.



Click on Format. When you see the options, click on Line Spacing. Four options will be presented.

1. Choose the last option, or 2.0. This is the value for double spacing.

You finished reading the article "**How to Double Space**" 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.