

How to fix spaced-out text in Word

The issue of excessively far-set letters in Word is one of the most frustrating problems for Word users. While it may seem simple, it causes users considerable difficulty in aligning text during document creation.

The problem of widely spaced text in Word can be caused by many factors, mostly due to inconsistent font, style, or typeface when copying text from various documents or websites into a Word file. However, there are many ways to fix this issue, making your document look more professional and aesthetically pleasing.



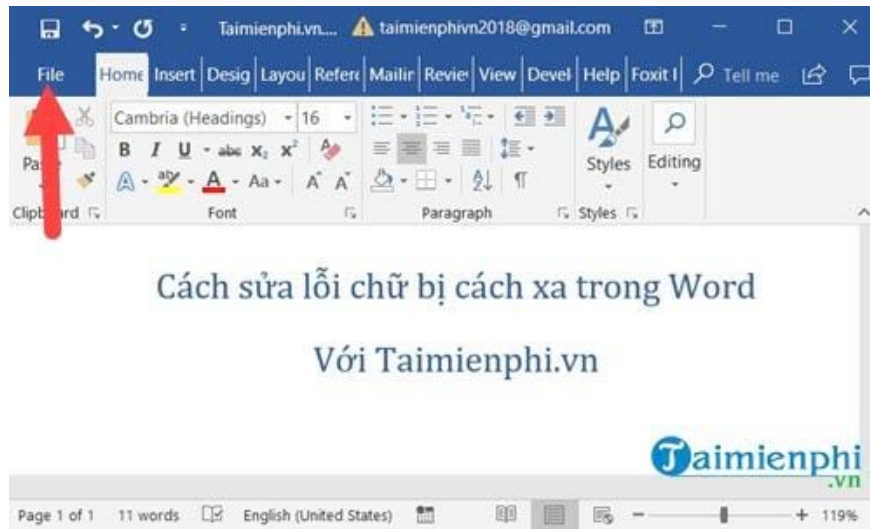
How to fix character spacing errors in Word 2010, 2007, and 2016

In this article, we will help readers fix the issue of widely spaced text in Word, as well as related problems such as text jumping across lines, and the following tips that you can apply to fix widely spaced text in Word 2016, 2013, 2010, and 2007. Because these four versions have almost identical interfaces, it makes it easy for users to follow the instructions.

How to fix spaced-out text in Word

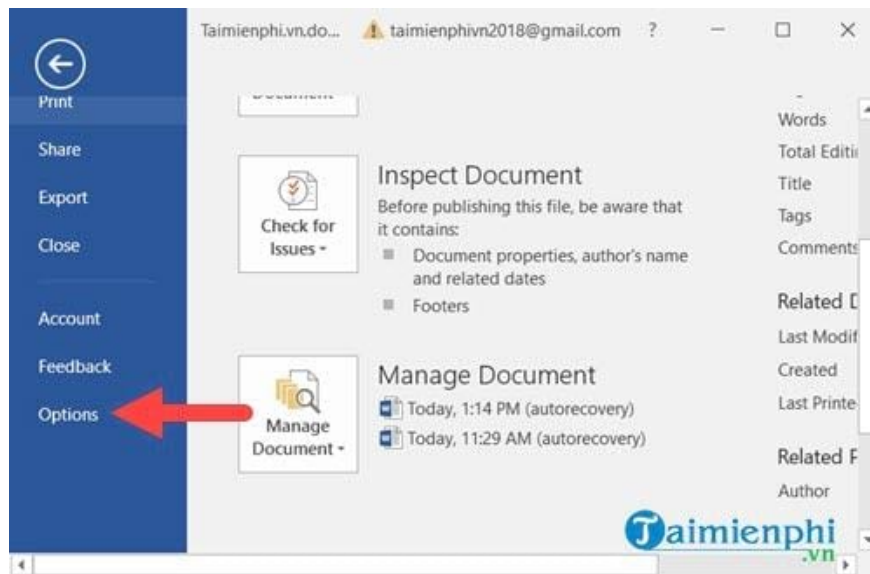
1. Errors: Letters are spaced far apart and disjointed.

Step 1: If the text is spaced too far apart in Word, causing it to appear disconnected, you can go to the **File** menu in Word.

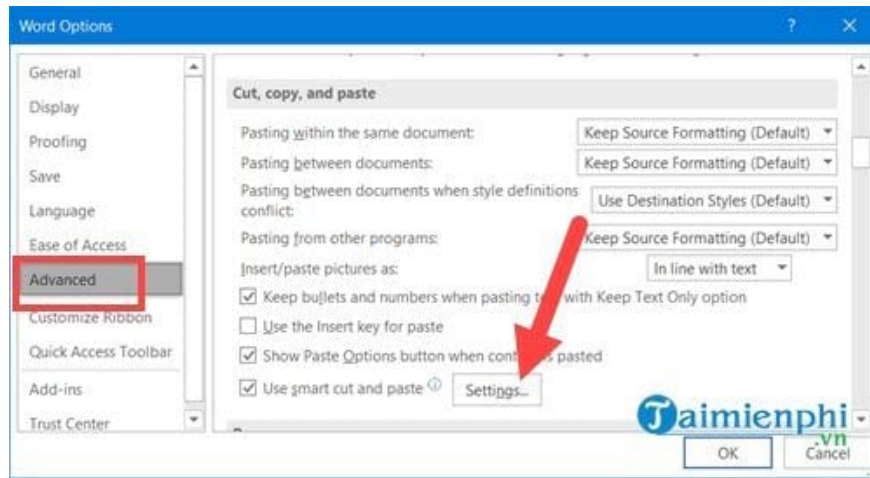


Word 2016 spacing error

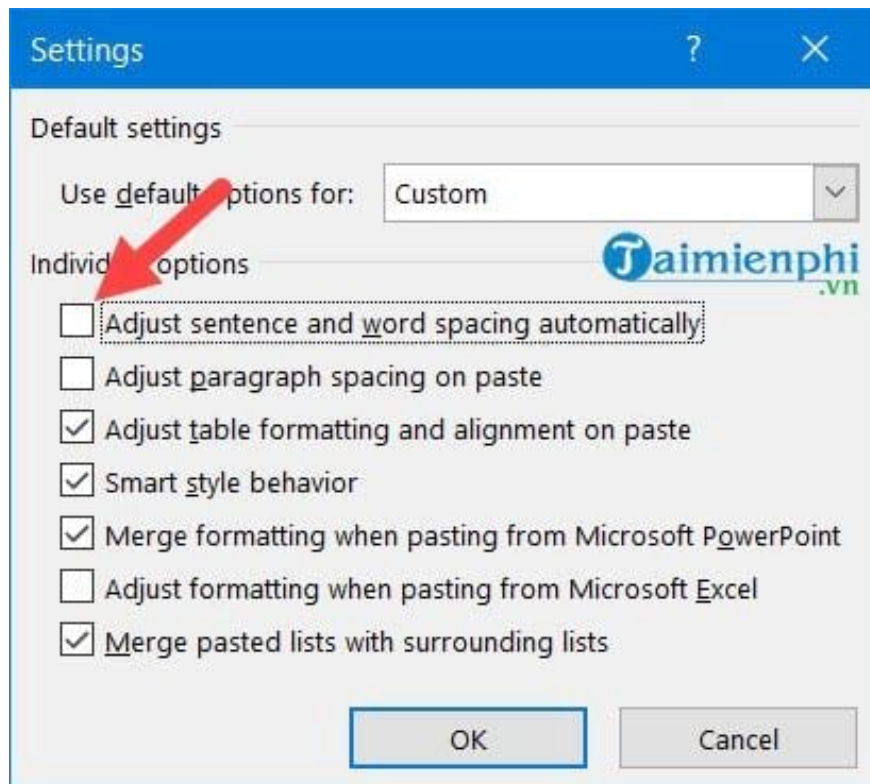
Step 2: Next, select **Options** to access Word Options.



Step 3: Here, select **Advanced** and find the line "Use smart cut and paste ," then select **settings** next to it.

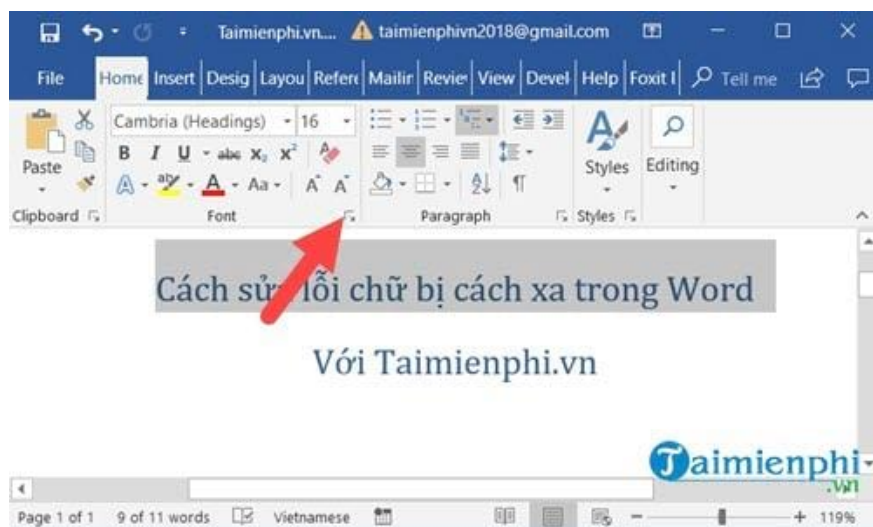


Step 4: In Settings, simply turn off the " **Adjust sentence and Word spacing automatically**" option , and you should be able to fix the issue of excessively spaced words in Word in this case.



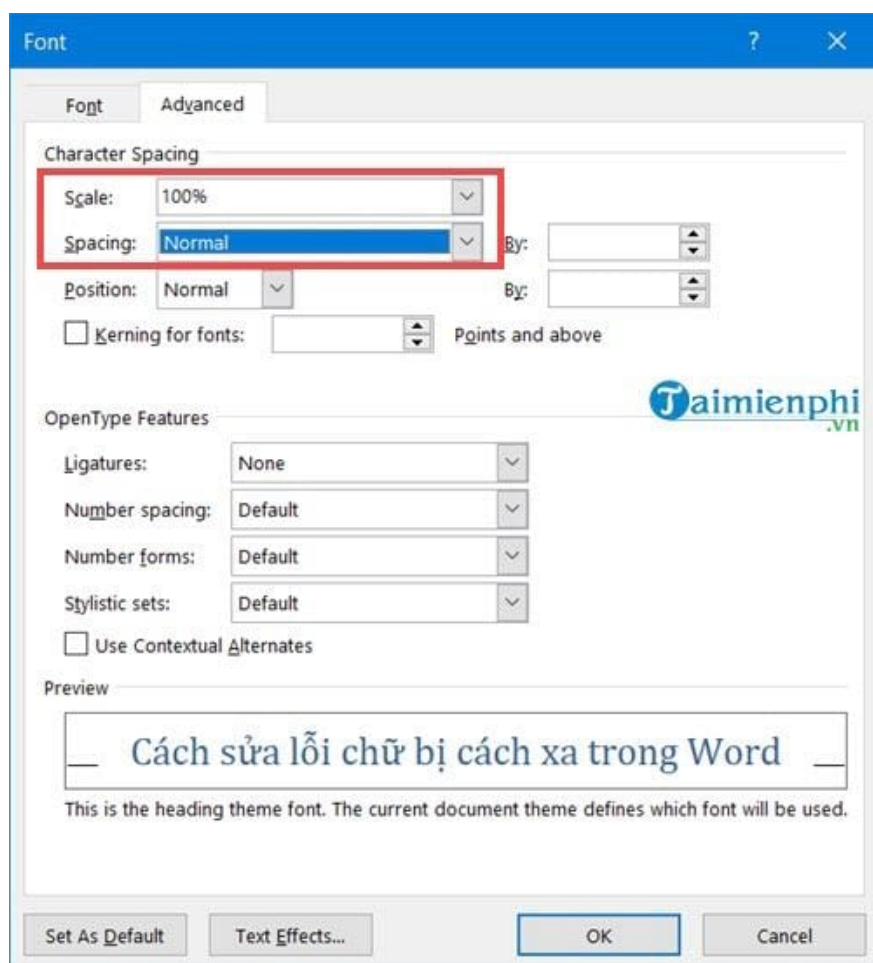
2. The letters are unusually far apart.

Step 1: To fix abnormally spaced text in Word, simply highlight the affected text and then go to Font settings in the Home tab.



Space error in Word

Step 2: Here, go to the **Advanced** section and select **Normal spacing** and **Scale 100%** .

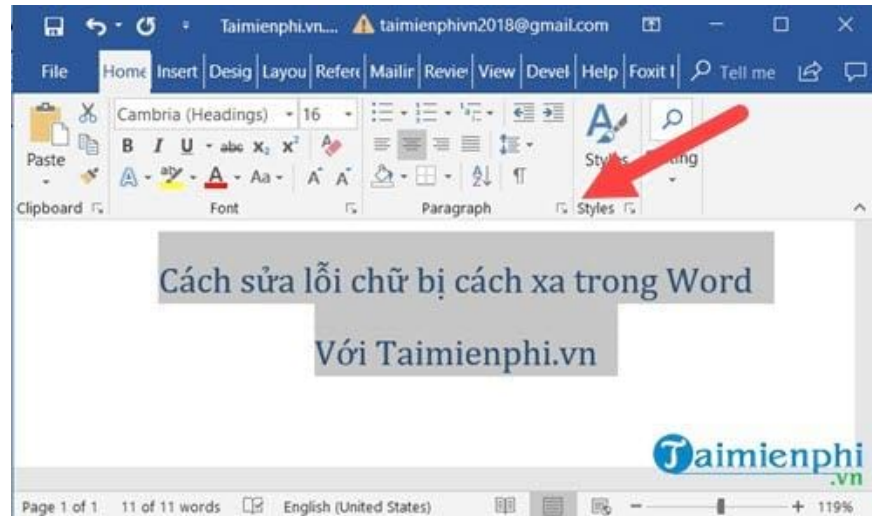


Word 2007 spacing error

Then click OK to confirm the reset, and we have successfully fixed the spacing issue in Word.

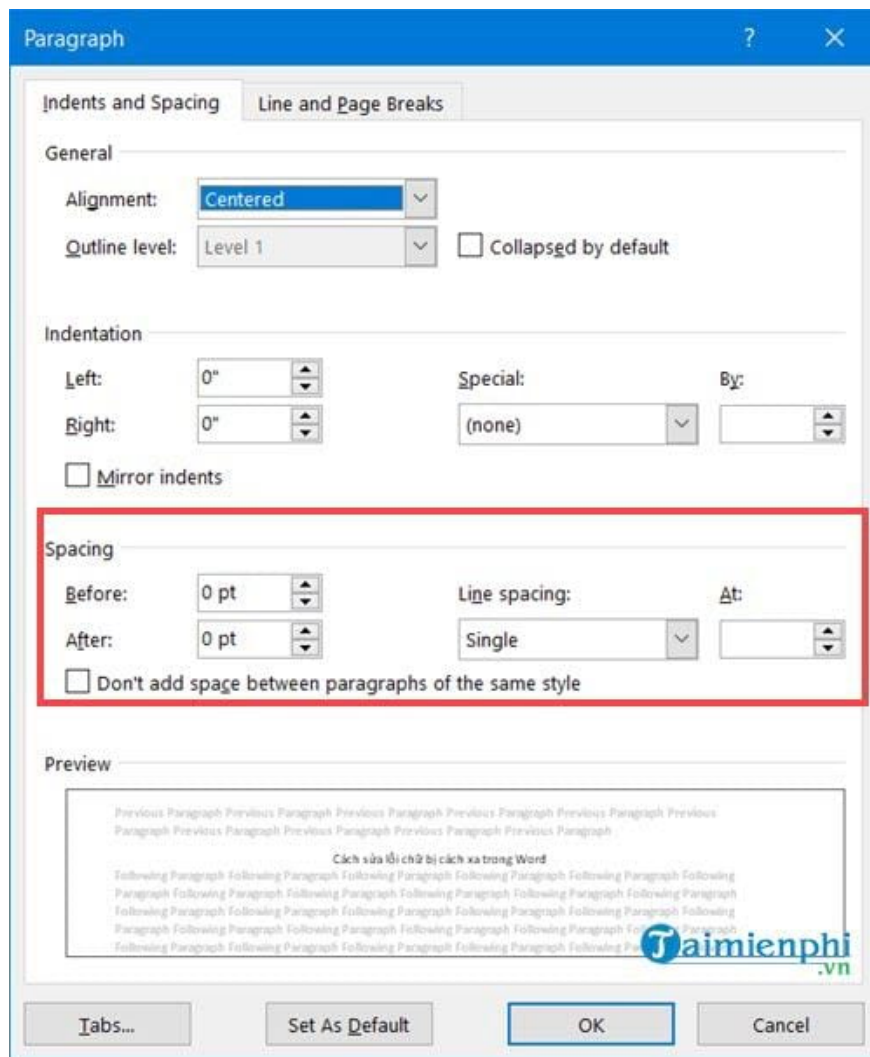
3. *The lines are far apart.*

Step 1: If the text is spaced too far apart in Word, with lines spaced similarly to the above, but from the Home screen, go to **Paragraph settings** .



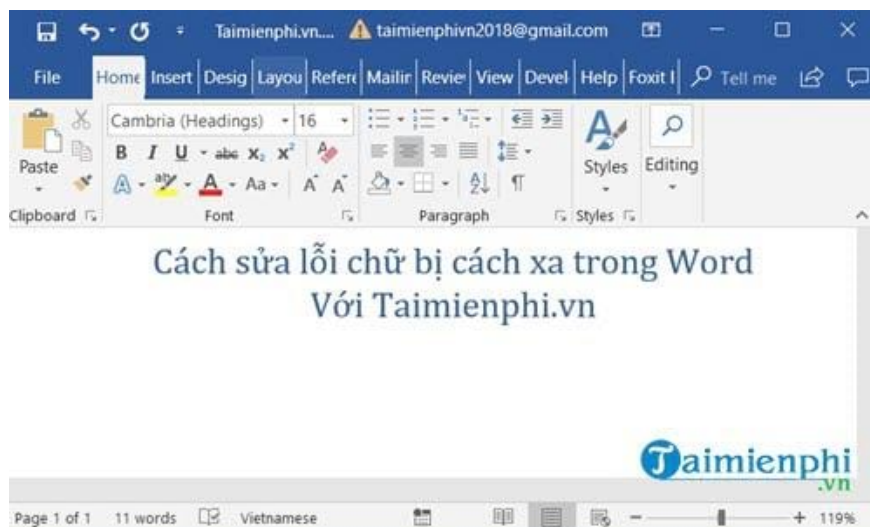
Pressing Enter in Word causes the space to jump too far.

Step 2: Here, pay attention to the **Spacing** setting and set it to **0 pt** , and set **the Line spacing to Single** .



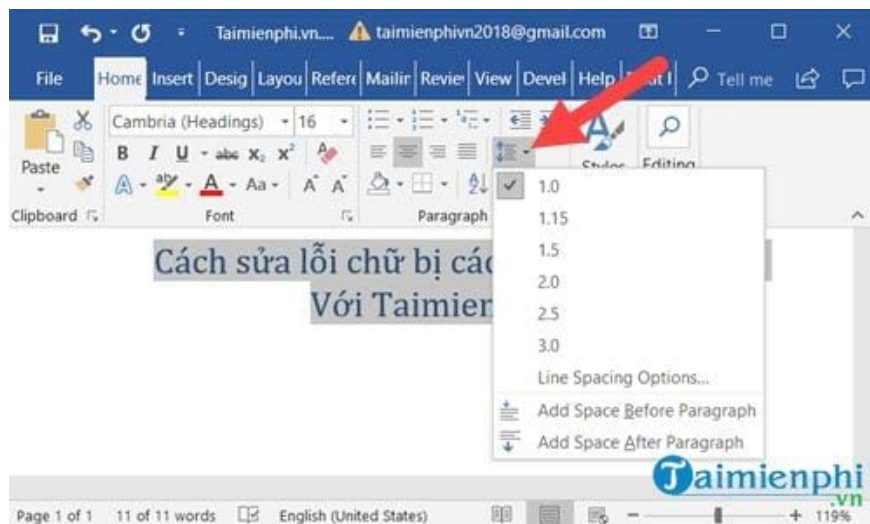
How to fix text jumping errors in Word 2010

The result will look like the image below.



The text has a spacing error.

Additionally, you can quickly adjust the lines using the tools in the Paragraph section.



Fixing the issue of text being split in half or line breaks in Word.

The above explains how to handle issues like **excessively spaced text in Word**, a crucial step that new Word users should be aware of. Furthermore, this is a very important step in perfecting a document before sending it to someone.

When drafting documents, you've probably encountered font errors in Word many times. So how can you quickly fix these font errors? The following link to fix font errors in Word will help you find a method to correct them.

You finished reading the article "**How to fix spaced-out text 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.