

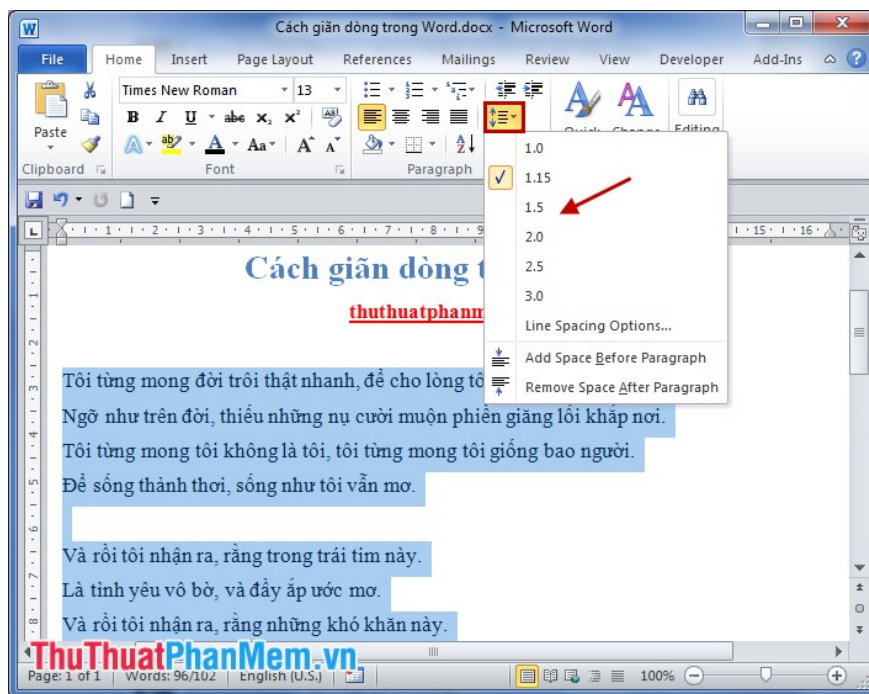
# Spacing, spacing words in Word

Spacing, spacing words in Word. To quickly line up in Word, select (highlight) the paragraph or the whole text.

When you edit Word, you often reset the font style, font size, font and color to match the content of the editor. But the spacing between lines, between paragraphs you do not pay attention to because the default spacing of Word is also quite reasonable. If the drafting content requires a line spacing, then you can adjust the line spacing accordingly.

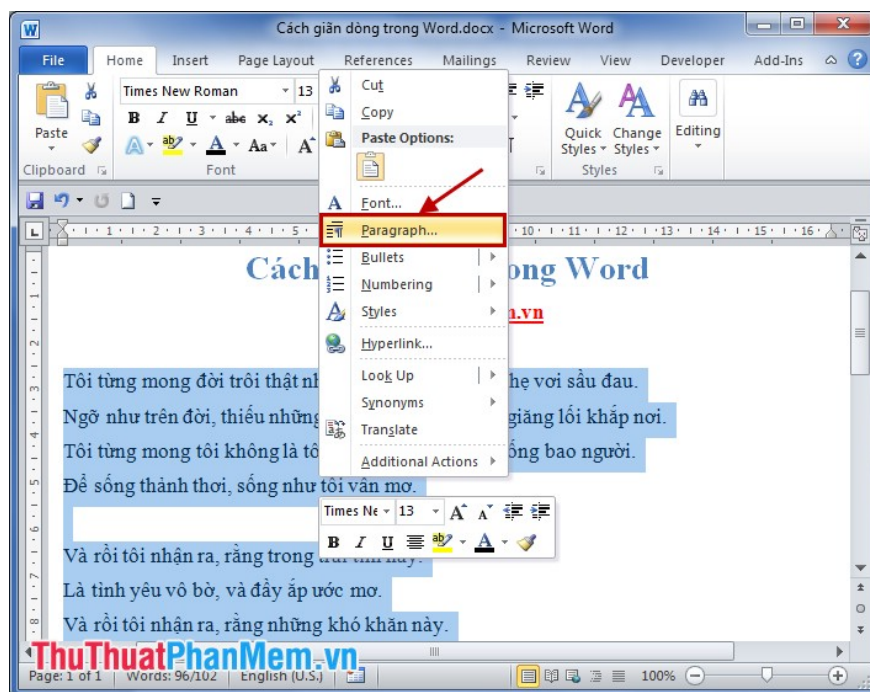
Spacing is very simple, but if you do not know you can see the article instructions on line spacing in Word below.

For quick spacing in Word, select (highlight) the paragraph or the whole text. In the **Home** tab, select the **Line and Paragraph Spacing** icons in the **Paragraph** section and choose a reasonable line spacing.

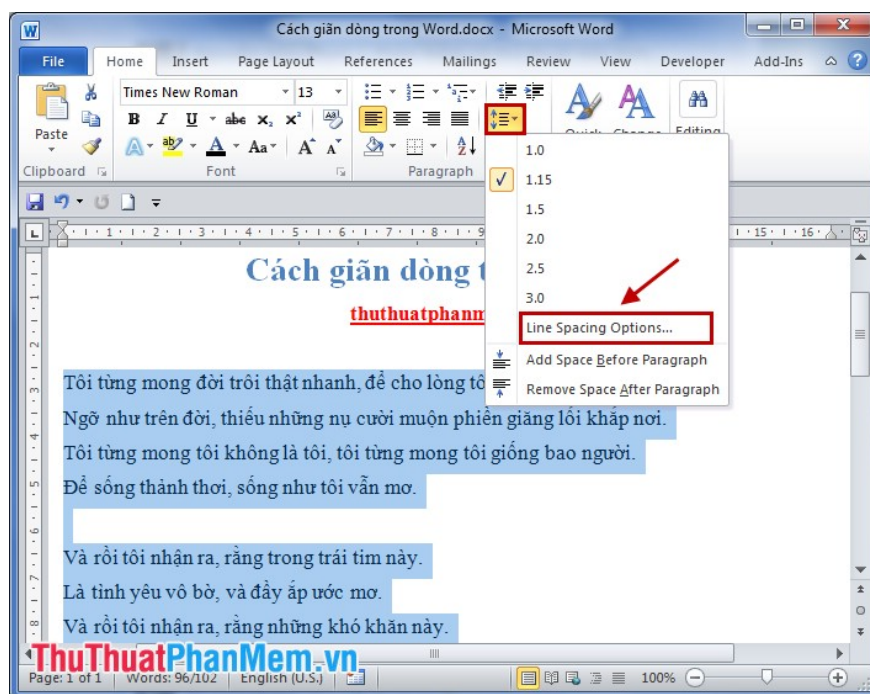


If you want to set spacing or paragraph spacing, do the following:

**Step 1:** Select the paragraph to be stretched, right-click and select **Paragraph** .

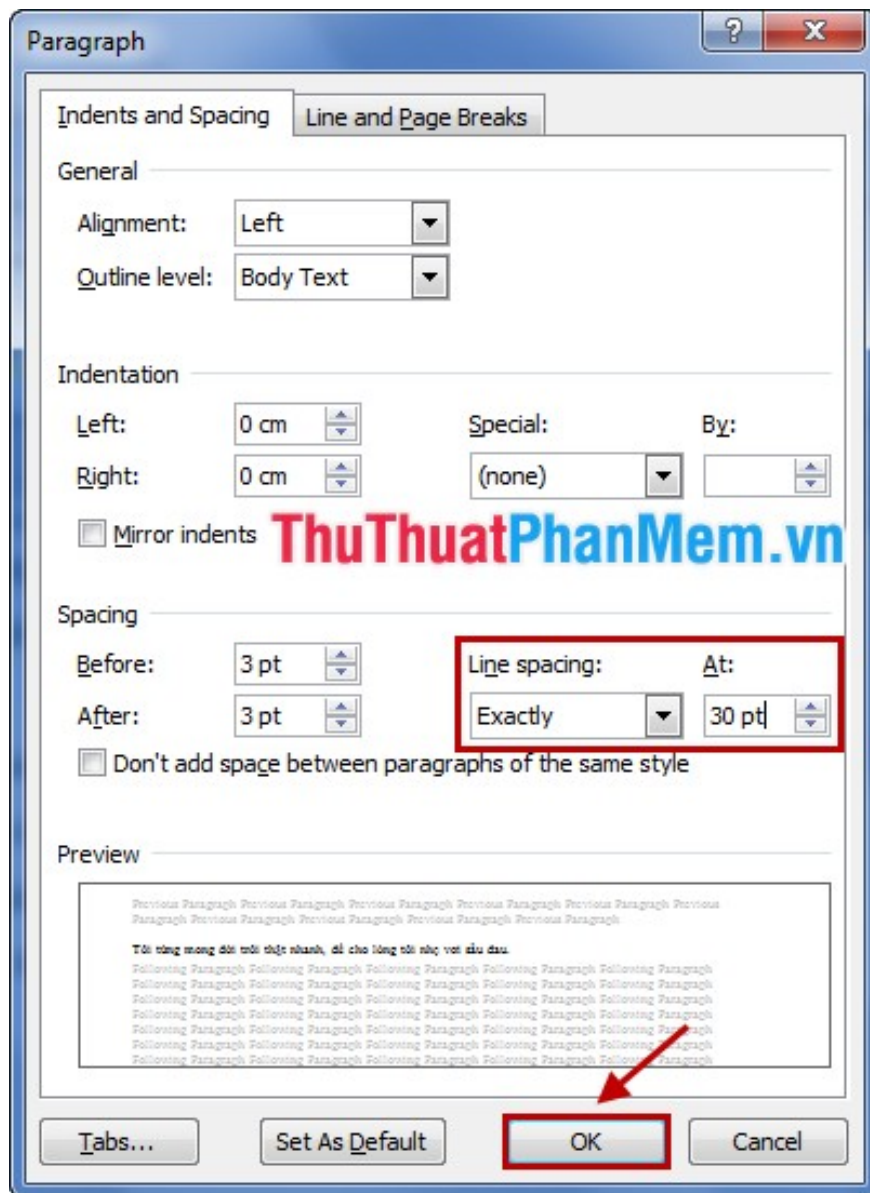


Or you can choose tab **Home** -> **Line and Paragraph** -> **Line Spacing Options** .

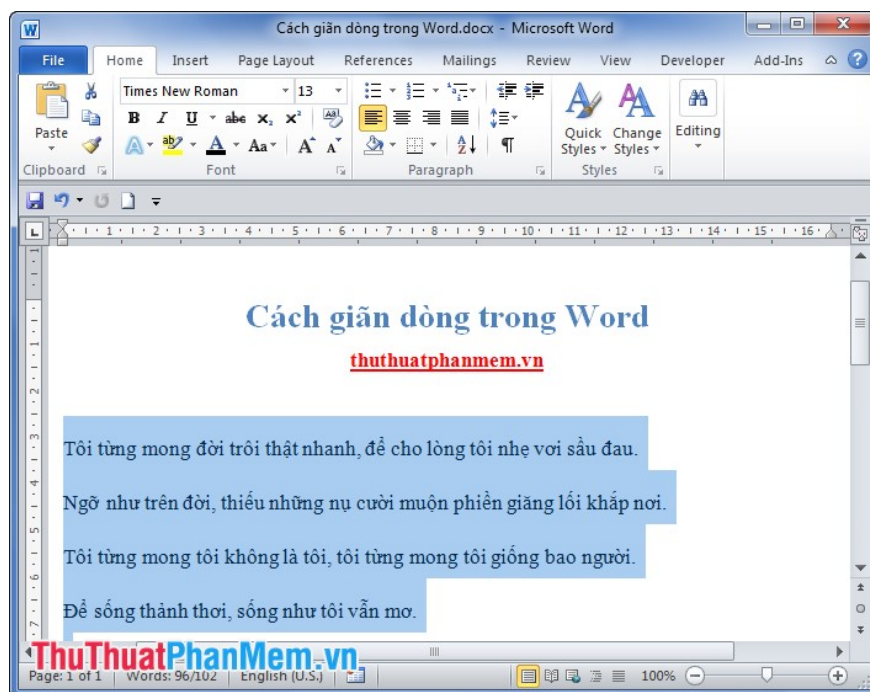


**Step 2:** In the **Paragraph** dialog box , you can choose the **line spacing** in the **Line spacing** section .

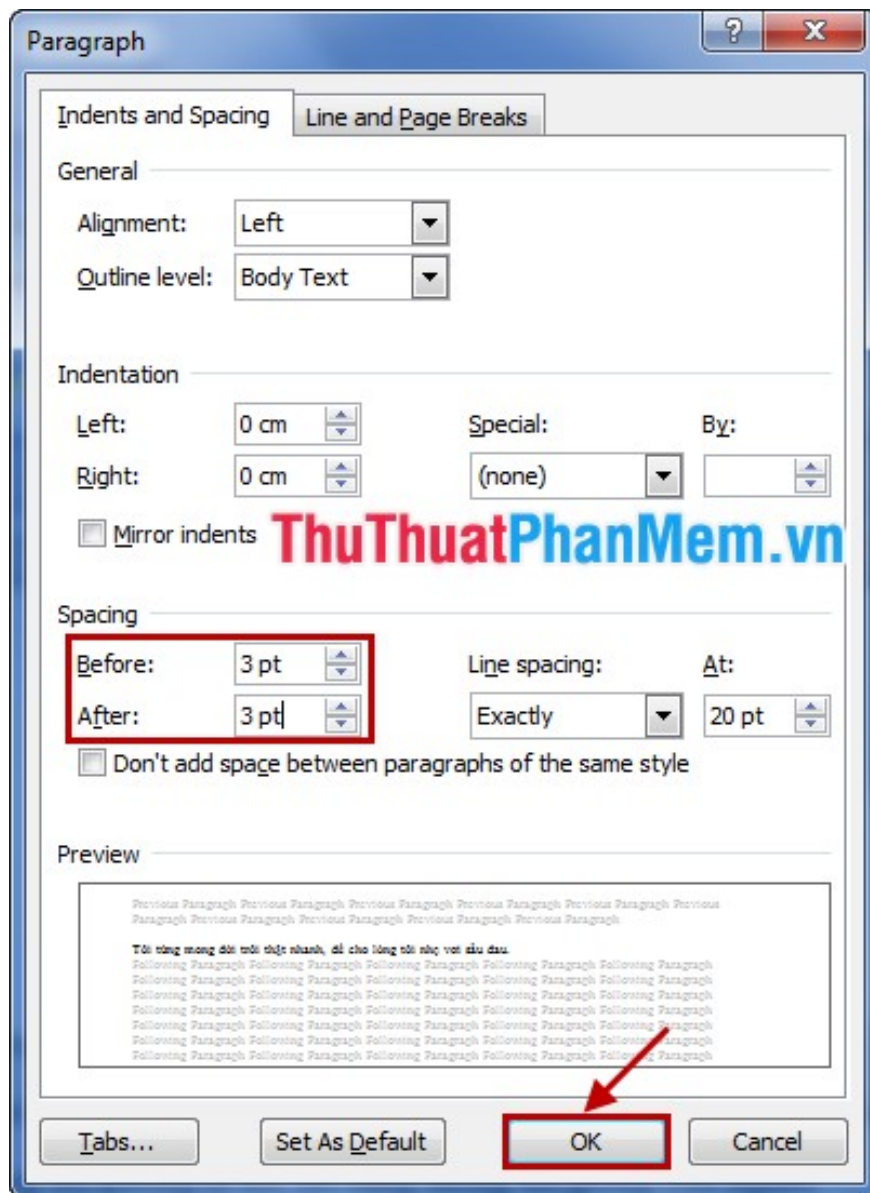
If you want to set the exact distance, then choose **Exactly** in the **Line spacing** and adjust the distance at the **At** part . Then click **OK** .



Results after the line spacing:



**Step 3:** Set the paragraph spacing, in the **Paragraph** dialog box, select the distance to the paragraph above and with the paragraph below (Before and After) in the **Spacing** section . Then click **OK** so you have successfully stretched.



So, very simply you already know how to wrap lines and paragraphs in Word. The article above uses Word 2010, with Word 2007, Word 2013 you do the same. Good luck!

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