TEXAS A&M UNIVERSITY
Office of Graduate and Professional Studies

Vertical Spacing in Word

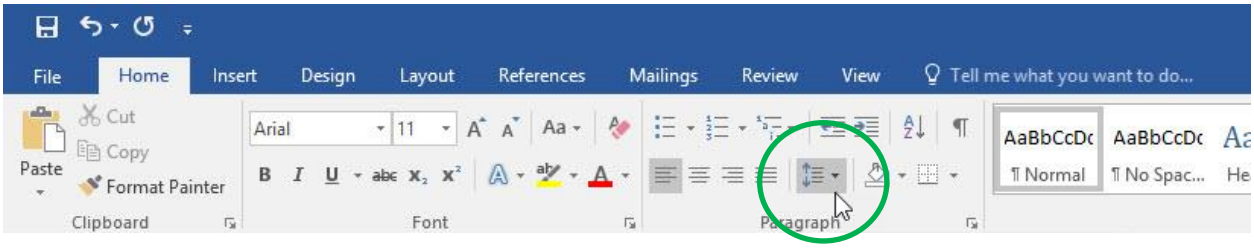
Microsoft has a feature that allows you to add additional space before and/or after paragraphs. This additional space gets added every time you hit the Enter key. Word defaults to having additional spacing. This is not acceptable, unless you are using an un-indented paragraph style. Please, refer to the guidelines indicated in the *Thesis Manual.*

This handout demonstrates how to set your line spacing and how to change the default paragraph settings to remove extra space. It is suggested that you set these properties early on in the writing process; otherwise, you may need to set them for every paragraph.

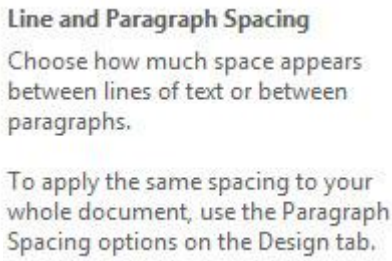
Setting text and paragraph spacing

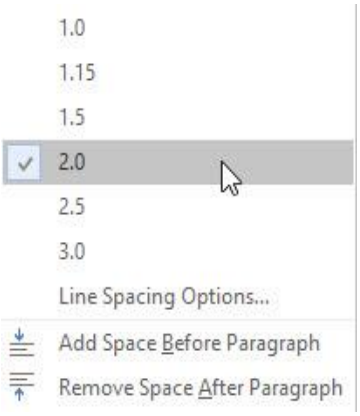
Right-Click and **select all** of the current text that needs formatting, be careful not to select text that should not have the spacing changed and be sure to check the entire document before you commit to the change. Save often. If you are starting a new document, you will not need to highlight any text. Just make sure that your cursor is positioned at the top of your document.

On the **Home** tab, select the icon circled below that is used for Line Spacing.



If you hover your mouse cursor over the icon, you will get the following tool tip, which gives you information regarding the Line Spacing icon.

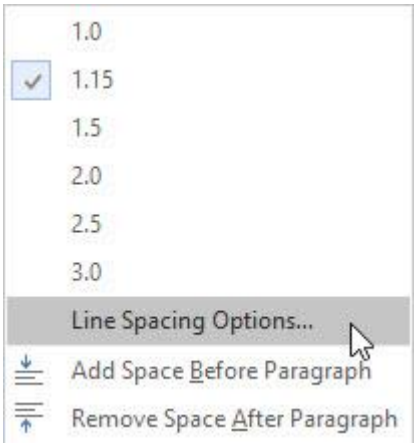




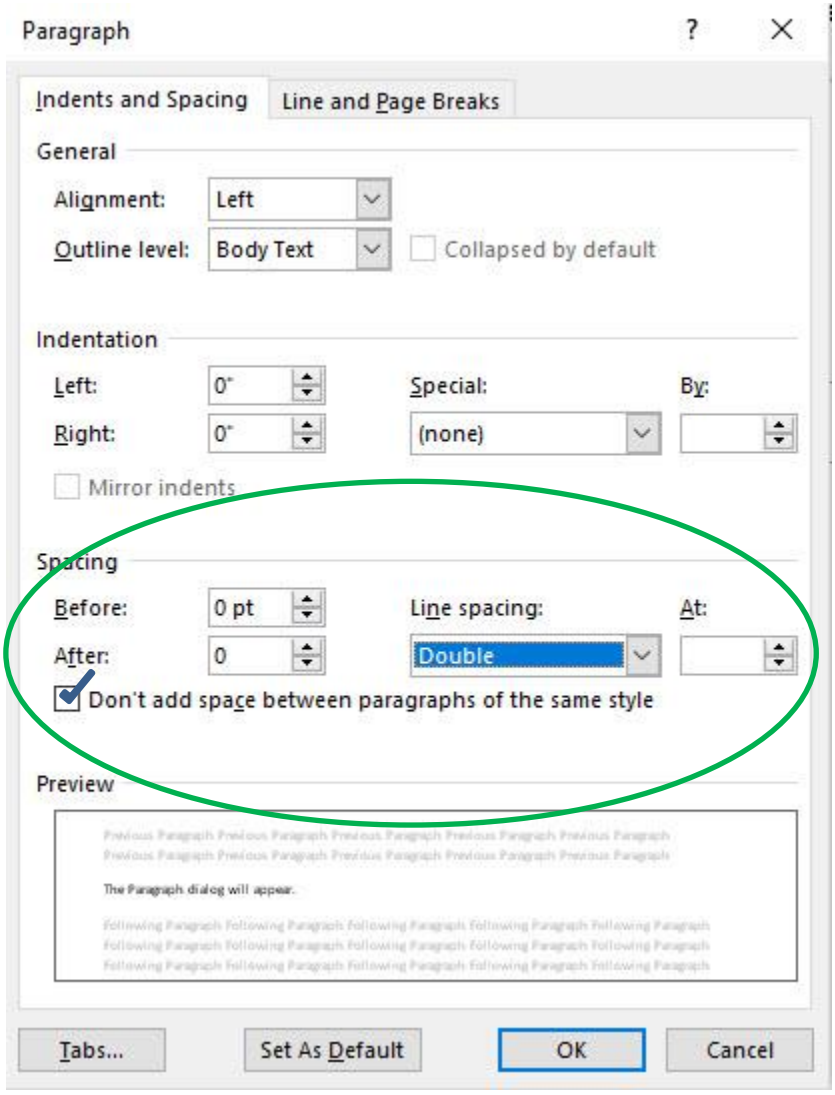
Select the Line Spacing that you want for your document. The Thesis Manual allows 1.5" or 2.0"

In order to change the spacing between paragraphs:

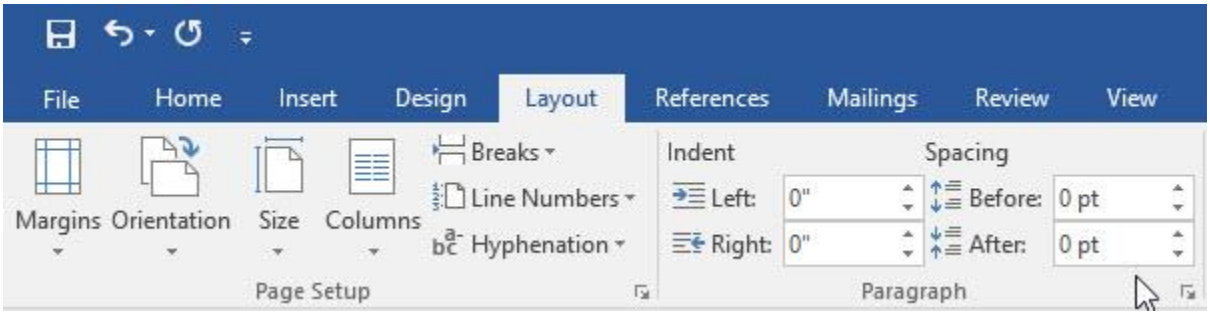
In the Line Spacing drop down select **Line Spacing Options.**



The Paragraph dialog will appear.



The **Spacing** section of the Paragraph dialog, set the **Before** and **After** settings to 0 pt.

Then check the box next to **Don't add space between the paragraphs of the same style.**

Once the options have been set correctly in the Paragraph dialog, go back to the main Word toolbar and select the **Page Layout** tab and verify in the **Spacing** section that **Before** and **After** are both set to 0 pt as shown in the following screenshot.