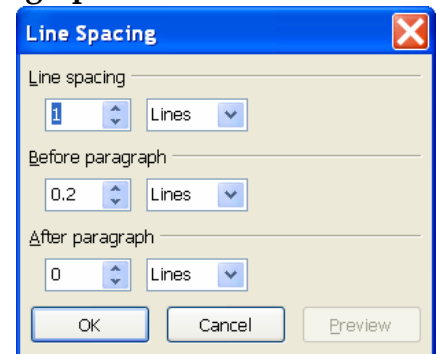


Changing Line Spacing

The amount of space can be adjusted between lines of text and above and below paragraphs in slides. This can be done on a per-slide basis, to change line spacing in the entire presentation, or on the slide master.

Changing Line Spacing For All the Text in Multiple Placeholders on a Slide

- ❖ Move to the slide for which the line spacing is to be changed, if necessary.
- ❖ Click the text in the placeholder for the bulleted list.
- ❖ On the **Format** menu, click **Line Spacing**.
- ❖ Do any or all of the following:
 - **To change the amount of space between text lines in a paragraph:**
 - Under **Line Spacing**, enter the amount of spacing you want.
 - Select **Lines** or **Points** from the list (points are a smaller unit of measurement than lines).
 - **To change the amount of space that follows a paragraph:**
 - Under **After paragraph**, enter the amount of spacing you want.
 - Select **Lines** or **Points** from the list (points are a smaller unit of measurement than lines).
 - **To change the amount of space that precedes a paragraph:**
 - Under **Before paragraph**, enter the amount of spacing needed.
 - Select **Lines** or **Points** from the list (points are a smaller unit of measurement than lines).
- ❖ Click **OK** to exit the dialog box and save the changes.



Note:

- ❖ The new line spacing applies to the current paragraph, selection, or text in selected placeholders and to any new text typed within a placeholder where the line spacing has been changed.
- ❖ **Tip** - Line spacing can be changed on multiple slides at once.
 - Click the **Outline View** tab in the left frame of the PowerPoint window to switch to outline view.
 - Select the text and change the spacing.