

PARAGRAPH FORMATTING

Paragraph formatting is used to change line spacing, alignment of paragraphs, indentation, spacing between paragraphs, and how to handle line and page breaks.

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Paragraph** from the list that appears.
- ❖ The **Paragraph** dialog box will appear. The following options are available in this dialog box.

➤ **Indents and Spacing**

▪ **Alignment**

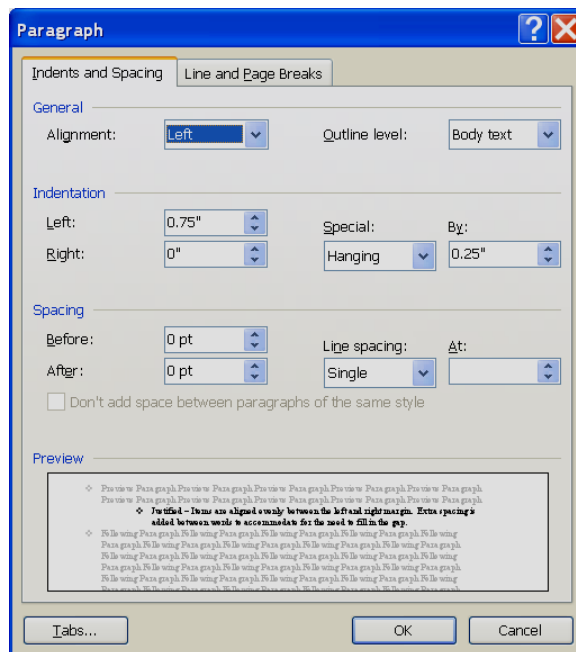
- **Left** – With this option, items are aligned at the left margin with an uneven right margin.
- **Center** – Items are all centered between the left and right margin when this option is chosen.
- **Right** – To align paragraphs at the right margin with an uneven left margin, select this option.
- **Justified** – When this option is chosen, items are aligned evenly between the left and right margin. Extra spacing is added between words to accommodate the need to fill in the gap.

▪ **Indentation**

- **Left** – When this option is selected, paragraphs are indented the specified number of spaces from the left margin.
- **Right** – With this option, paragraphs are indented the number of specified spaces from the right margin.
- **Special** – Special indentation such as Hanging Indent and First Line Indent are applied to the selected text.
 - ◆ **None** – When this option is chosen, the indentation option is not applied to the paragraph.
 - ◆ **First Line Indent** – The first line of a paragraph is indented the number of specified spaces.
 - ◆ **Hanging Indent** – The first line of a paragraph is aligned at the left margin. All the rest of the paragraphs are indented the specified number of spaces.

▪ **Line Spacing**

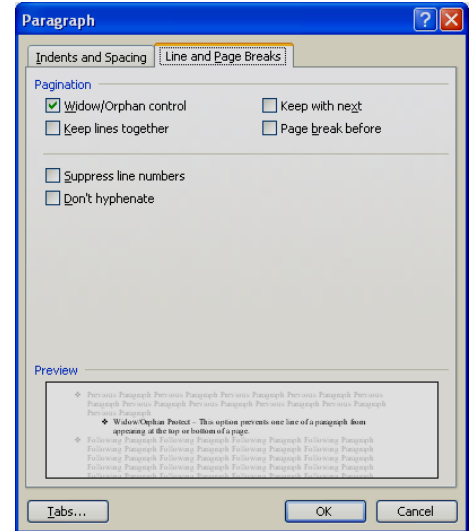
- **Single** – The selected text is single-spaced; no spaces between lines.
- **1.5** – The selected text has a half space between lines of text.
- **Double** – The selected text has one space between lines.
- **At least** – This option is used to specify the number of points that is allowed between lines of the selected text. This option adjusts the spacing to accommodate different types of fonts.



- **Exactly** – This option is used to specify the number of points that are allowed between lines of text. This option does not allow for the different types of fonts.
- **Multiple** – The spacing between the lines of the selected text is specified in the **At** box.
- **Spacing**
 - **Before** – This option inserts the specified spacing before a paragraph. The spacing is set in increments of 6 spaces.
 - **After** – To insert the specified spacing before a paragraph, choose this option. The spacing is set in increments of 6 spaces.

➤ **Line and Page Breaks**

- **Widow/Orphan Protect** – This option prevents one line of a paragraph from appearing at the top or bottom of a page.
- **Keep Lines Together** – To keep the lines of a paragraph all together on one page, click this option.
- **Keep with Next** – Use this option to keep a heading or two paragraphs together on one page.
- **Page Break Before** – This option is used to insert a page break before a paragraph.



❖ **Page Break**

This option is used to insert a page break after the insertion point using either the keyboard or the menu.

- **Keyboard Command** - To insert a Page Break using the keyboard, use the **CTRL + Enter** key combination.
- **Menu Commands** – To insert a Page Break using the menu, choose **Insert** from the **Menu Bar** and then select **Break** from the list that appears.

