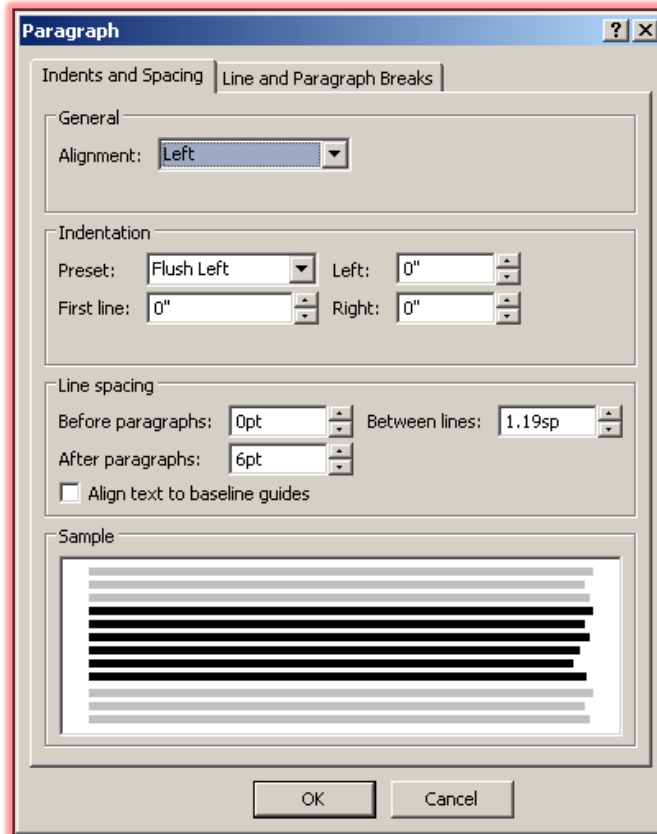


## Line Spacing

### Adjusting Line Spacing

When working with text in Publisher, any text line or lines followed by a line break, when the Enter key is pressed, is a separate paragraph. This means that every block of text which is followed by a line break, can potentially have different line spacing. To change the Line Spacing for text in a frame, follow these steps:

- ❖ Place the insertion point in the paragraph where the line spacing is to be changed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Paragraph** from the list of choices that appear.
- ❖ The **Paragraph** dialog box will display (see illustration below).



- ❖ Under **Line Spacing**, do one of the following:
  - Type in the new line spacing in the **Between lines** box.
  - Click the spinner arrows in the **Between Lines** box until the desired spacing is reached.
- ❖ Click **OK** to exit the dialog box and apply the new line spacing to the frame.

### Setting Line Spacing Before and After Text

It is possible in a publication text box to set spacing before and after a paragraph. This option makes it easier to offset paragraphs of information from each other or other text elements, such as headings. To change the spacing before and after a paragraph, complete the steps below:

- ❖ Place the insertion point in the paragraph where the line spacing is to be changed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Paragraph** from the list of choices that appear.
- ❖ The **Paragraph** dialog box will display (see illustration above).

- ❖ Do one of the following under **Line Spacing**:
  - Type in the new paragraph spacing in either the **Before paragraphs** box or the **After paragraphs** box.
  - Click the up and down arrows on the right of either one of the boxes until the desired spacing is reached.
- ❖ Click **OK** to exit the dialog box and apply the new paragraph spacing to the frame.

**NOTE:** It is also possible to change **Line Spacing** by using the keyboard. **Ctrl + 1** is used to apply **single spacing** to a paragraph. **Ctrl + 2** is used to apply **double-spacing**, and **Ctrl + 5** is used for **1.5 spacing**.