

## Line Spacing Changed in MSWord

Microsoft Office Word 2007 introduces a newly designed default template for creating documents.

The new template uses fonts that were designed with readability in mind. According to a [blog](#) that was active during Word 2007 development, "the new fonts used in Word are based on the ClearType technology that provides a crisper, more easily read display of the fonts on most modern monitors." Calibri is the new default font for body text, and "to complement the look of Calibri, Cambria was selected for use in headings."

The default template for creating new documents in Word 2007 also uses "looser" line spacing and introduces extra space between paragraphs. The looser line spacing is actually only 15 percent greater than single spacing (it is not double spacing, or even 1.5 line spacing). Its purpose is to introduce more white space in blocks of text, which makes the text easier to read.

Because many Word users press ENTER twice after every paragraph, the Word 2007 default settings build in that extra space. Customers need to press ENTER only one time to add space between paragraphs.



**1** 1.0 line spacing, no blank line between paragraphs

**2** 1.15 line spacing and a blank line between paragraphs

## Resolution

1. Open the document that you want to look like a Word 2003 document.
2. On the Home tab, in the Styles group, click Change Styles.



3. Point to Style Set, and click Word 2003.
4. On the Home tab, in the Styles group, click Change Styles.
5. Point to Fonts and under Built-in, click Office Classic.
6. If you want to create all documents with the Word 2003 style set and fonts, in the Styles group, click Change Styles, and then click Set as Default.

All future documents will open with the Word 2003 default style set and fonts.

**NOTE** If you want to use the updated Word 2007 formatting, switch to the Word 2007 style set and the Office font set. You can switch back to your custom default settings later by clicking Reset to Quick Styles from Template (in the Styles group, click Change Styles, point to Style Sets, and then click Reset to Quick Styles from Template).

### See Also

↓ [Adjust the spaces between lines or paragraphs](#)

## Change the line spacing in an existing document

The easiest way to change the line spacing for an entire document is to apply a Quick Style set that uses the spacing that you want. If you want to change the line spacing for a portion of the document, you can select the paragraphs and change their line spacing settings.

### Use a style set to change line spacing for an entire document

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.

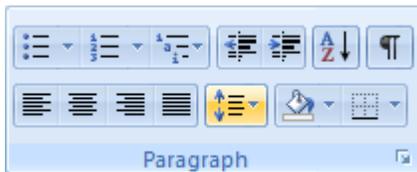
2. Point to **Style Set**, and point to the various style sets. Using the live preview, notice how the line spacing changes from one style set to the next.

For example, the Traditional and Word 2003 style sets use single-spacing. The Manuscript style set uses double spacing.

3. When you see spacing that you like, click the name of the style set.

## Change the line spacing in a portion of the document

1. Select the paragraphs for which you want to change the line spacing.
2. On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.



3. Do one of the following:
  - Click the number of line spaces that you want.

For example, click **2.0**, to double-space the selected paragraph. Click **1.0** to single-space with the spacing that is used in earlier versions of Word. Click **1.15** to single-space with the spacing that is used in Word 2007.
  - Click **Line Spacing Options**, and then select the options that you want under **Spacing**. See the following list of available options for more information.

## Line spacing options

**Single** This option accommodates the largest font (font: A graphic design applied to all numerals, symbols, and alphabetic characters. Also called type or typeface. Arial and Courier New are examples of fonts. Fonts usually come in different sizes, such as 10 point, and various styles, such as bold.) in that line, plus a small amount of extra space. The amount of extra space varies depending on the font that is used.

**1.5 lines** This option is one-and-one-half times that of single line spacing.

**Double** This option is twice that of single line spacing.

**At least** This option sets the minimum line spacing that is needed to fit the largest font or graphic on the line.

**Exactly** This option sets fixed line spacing, expressed in points. For example, if the text is in a 10-point font, you can specify 12 points as the line spacing.

**Multiple** This option sets line spacing that can be expressed in numbers greater than 1. For example, setting line spacing to 1.15 will increase the space by 15 percent, and setting line spacing to 3 increases the space by 300 percent (triple spacing).

**NOTE** If a line contains a large text character, graphic, or formula, Word increases the spacing for that line. To space all lines evenly within a paragraph, use exact spacing and specify an amount of space that is large enough to fit the largest character or graphic in the line. If items appear cut off, increase the amount of spacing.

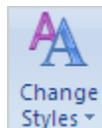
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## Change the spacing before or after paragraphs

The easiest way to change the spacing between paragraphs for an entire document is to apply a Quick Style set that uses the spacing that you want. If you want to change the spacing between paragraphs for a portion of the document, you can select the paragraphs and change their spacing-before and spacing-after settings.

### Use a style set to change paragraph spacing for an entire document

1. On the **Home** tab, in the **Styles** group, click **Change Styles..**



2. Point to **Style Set**, and point to the various style sets. Using the live preview, notice how the line spacing changes from one style set to the next.

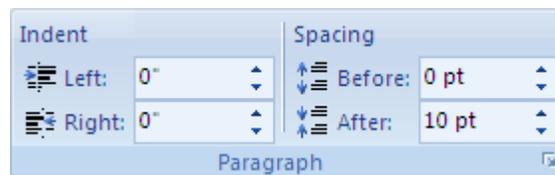
For example, the Word 2003 style set inserts no extra space between paragraphs and a small amount of space above headings. The Word 2007 style set uses a double space between paragraphs and adds more space above headings.

3. When you see spacing that you like, click the name of the style set.

## Change the spacing before and after selected paragraphs

By default, paragraphs are followed by a blank line, and headings have extra space above them.

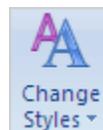
1. Select the paragraph before or after which you want to change the spacing.
2. On the **Page Layout** tab, in the **Paragraph** group, click an arrow next to **Spacing Before** or **Spacing After** and enter the amount of space that you want.



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## Set the default to single-spacing for all new documents

1. On the **Home** tab, in the **Styles** group, click **Change Styles..**



2. Point to **Style Set**, and click **Word 2003**.
3. In the **Styles** group, click **Change Styles**, and then click **Set as Default**.

**NOTE** If you try using another style set in your document and you want to return to your custom default setting, click **Change Styles** in the **Styles** group, point to **Style Sets**, and then click **Reset to Quick Styles from Template**).

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## Related Office Online discussions

Read related questions and answers from other Microsoft Office customers.

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 [How do I get .5 line spacing?](#)

### See Also

-  [Change the spaces between text](#)
-  [Indent paragraphs](#)
-  [Why did the line spacing change in Word?](#)