

Word 365 with JAWS

Changing Paragraph Line Spacing



From time to time, you may want to change the distance between the lines in a paragraph. For example, you might be producing a report and you would like to emphasise a particular section, or you may be producing a script for a screen play and you need the lines to be more defined, so the actor can read the text easier. Line spacing is what determines the distance between the lines!

There are 6 settings for line spacing in Word 365. These are Single, Double, 1.5, At Least, Exactly and Multiple. Of these, At Least, Exactly and Multiple are rarely used, so won't be discussed in this document.

In Word 365, changing paragraph line spacing is easy. Simply move the cursor to anywhere in the paragraph you wish to change and use the following keyboard commands:

- CTRL and 1 to change to single line spacing.
- CTRL and 5 to change to 1.5 line spacing.
- CTRL and 2 to change to double line spacing.

Note 1: To check the line spacing for a given paragraph, move the cursor to anywhere in the paragraph you wish to check and press the JAWS command INSERT and F. Upon doing this, JAWS will announce the point size, the font, the style, the line spacing, the paragraph alignment and the outline level. Once you have heard the line spacing setting, press the CTRL key to silence the speech.

It is not necessary to select text before changing line spacing, as line spacing is applied to the whole paragraph, not individual lines within the paragraph.

Line spacing can be changed before or after entering text. Be aware that if you change the line spacing before entering your text, all subsequent paragraphs will have the same line spacing until you change it. Therefore, it is recommended to first type your text and then change the line spacing afterwards. This will help eliminate inconsistent and unattractive documents!