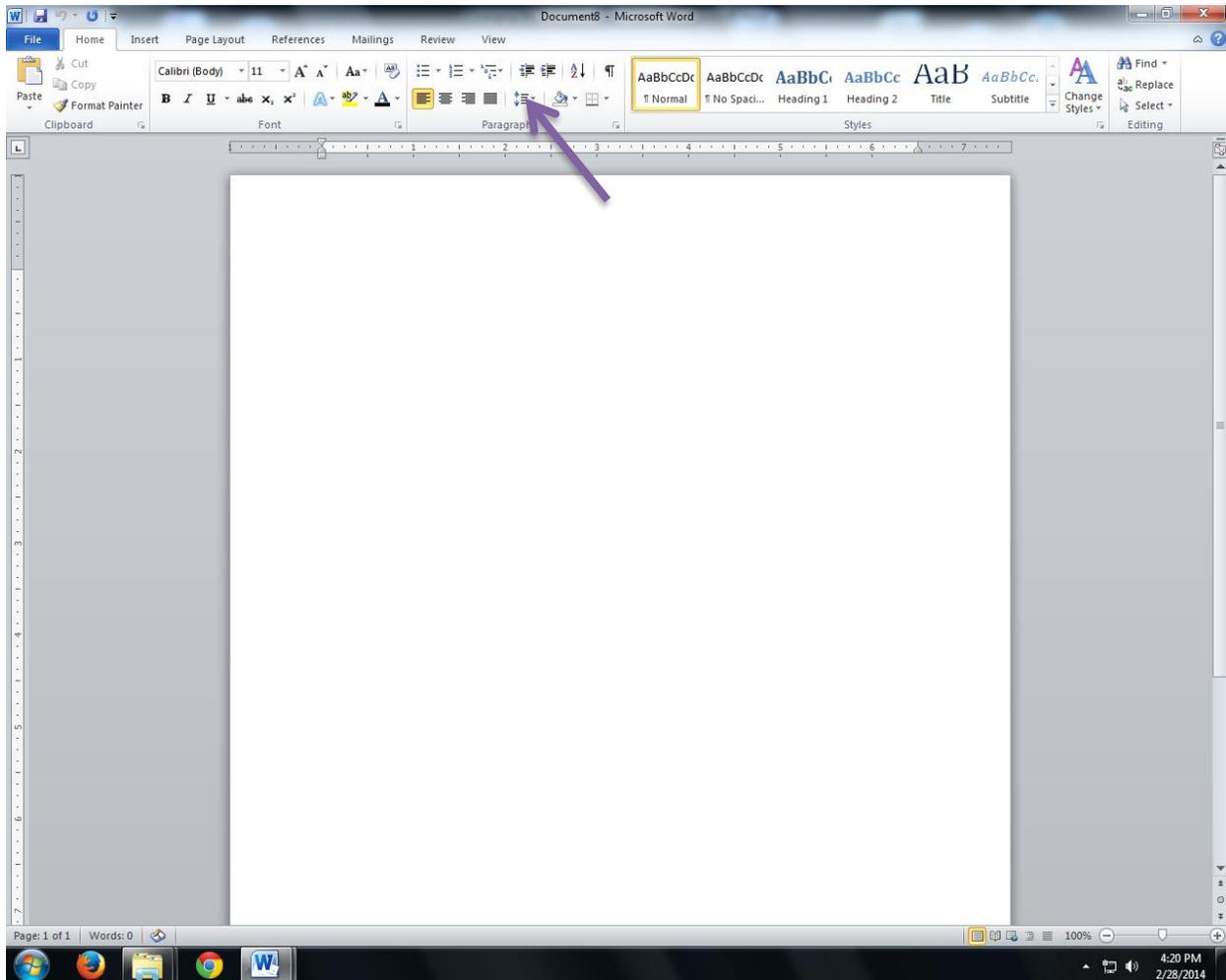**Writing Center**

Changing the Default Settings in Line Spacing (PC)

In Microsoft Word versions since 2010, you must change the default settings of line spacing.

If these default settings are not changed, the document will not be formatted in true double-spacing that most college papers require, regardless of formatting style (i.e., MLA, APA, etc.).
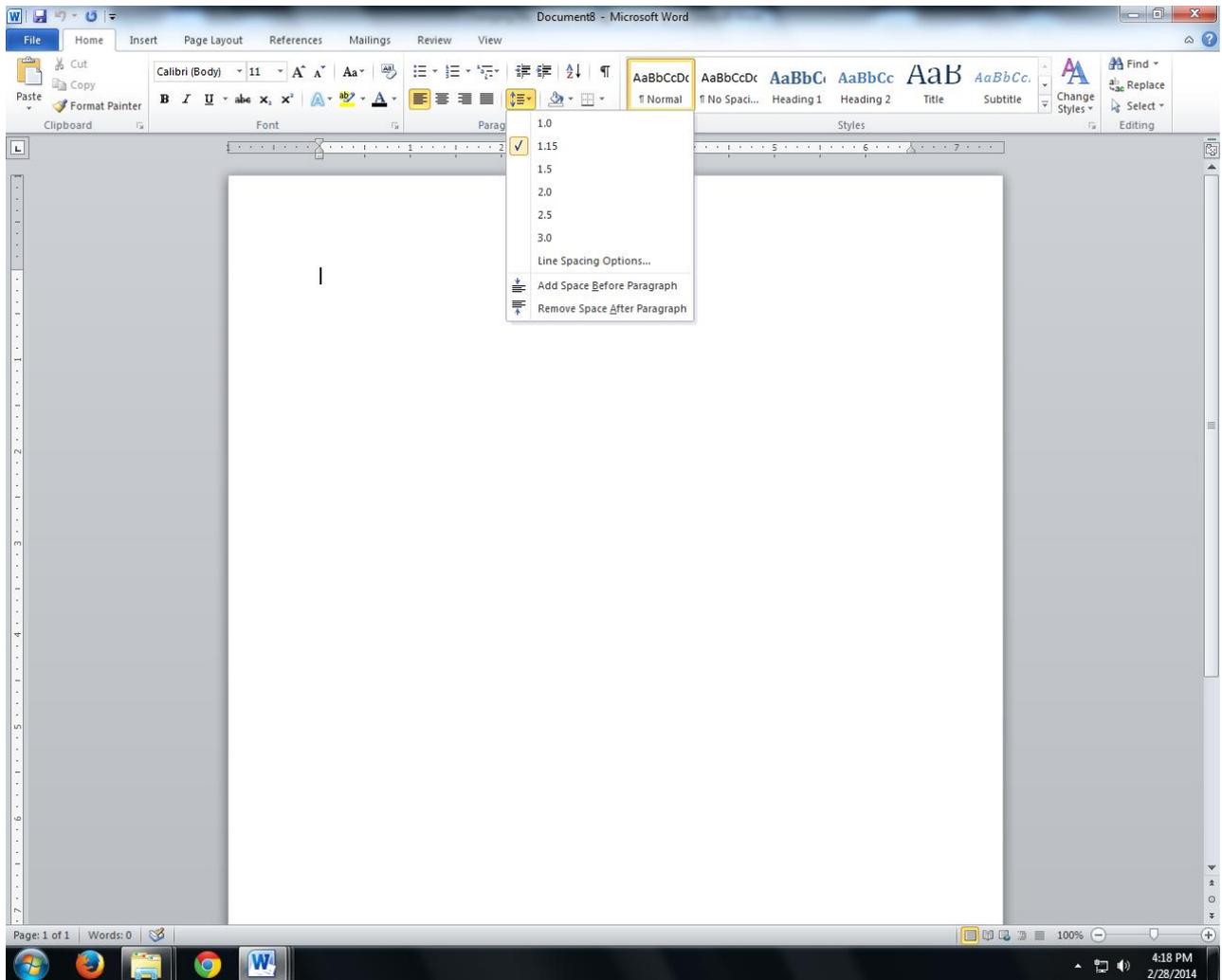
Follow the steps listed in the following pages to fix the document's line spacing. We have listed two ways of changing it; we also include a way to change spacing settings after the paper has already been typed (see page 7).
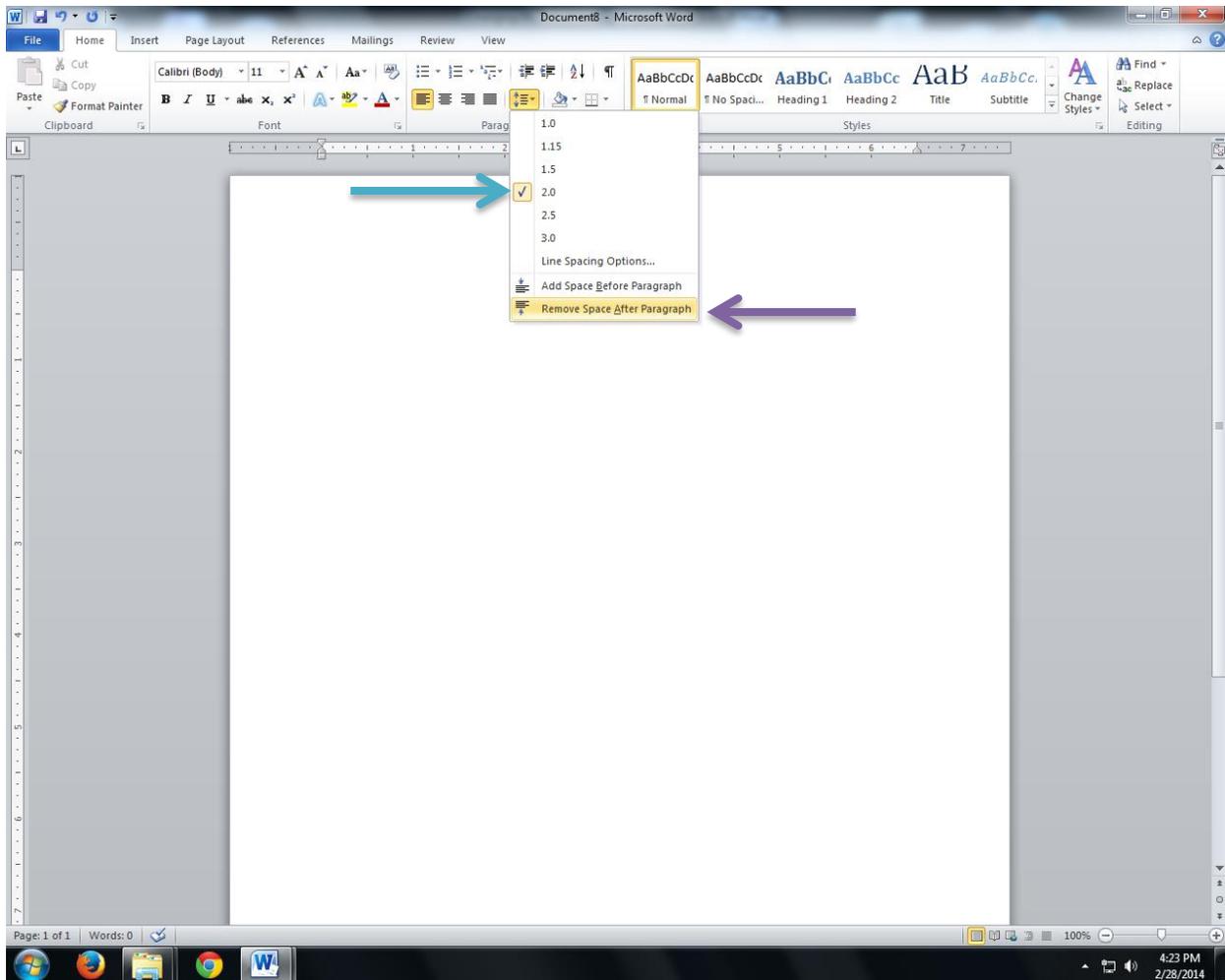
Option 1:

Above **Paragraph** in the tools bar, click on the icon shown by the purple arrow above.
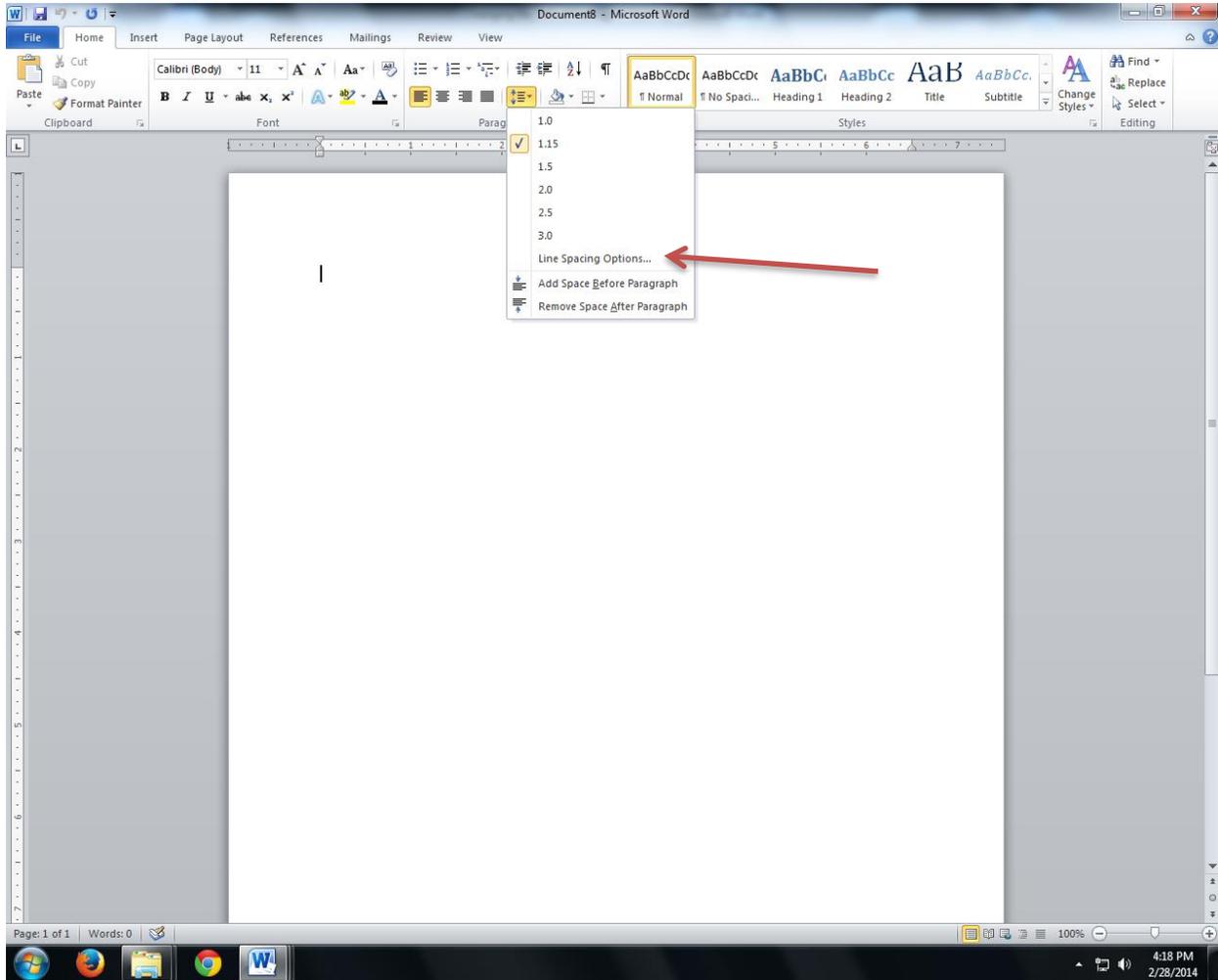
This drop-down menu will appear.

From the drop-down menu:

- Check **2.0** (for double-spacing).
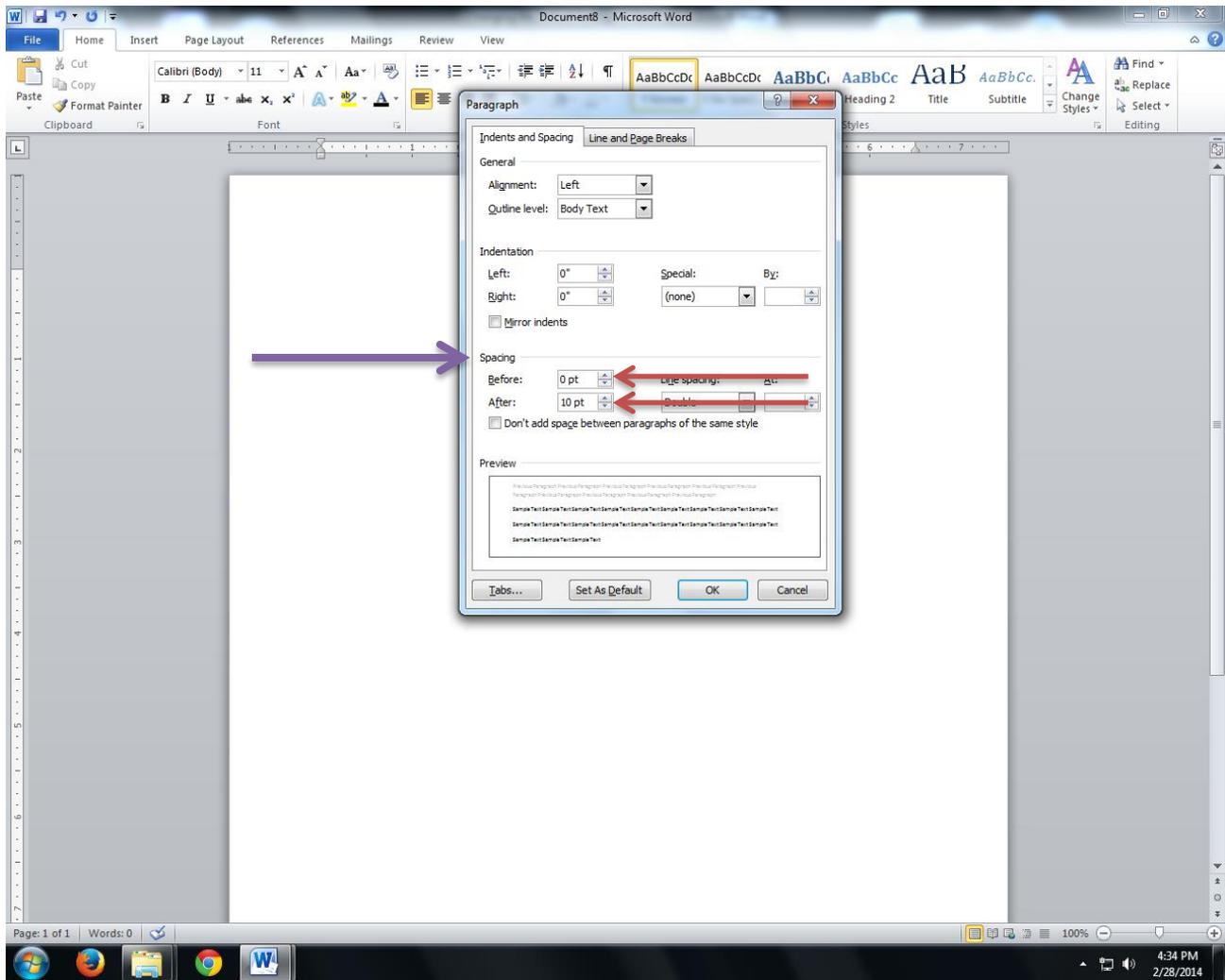- Click on **Remove Space After Paragraph**.

Your document is now formatted in true double-spacing.

Option 2:

Click on the icon as shown on page 1 of this handout.

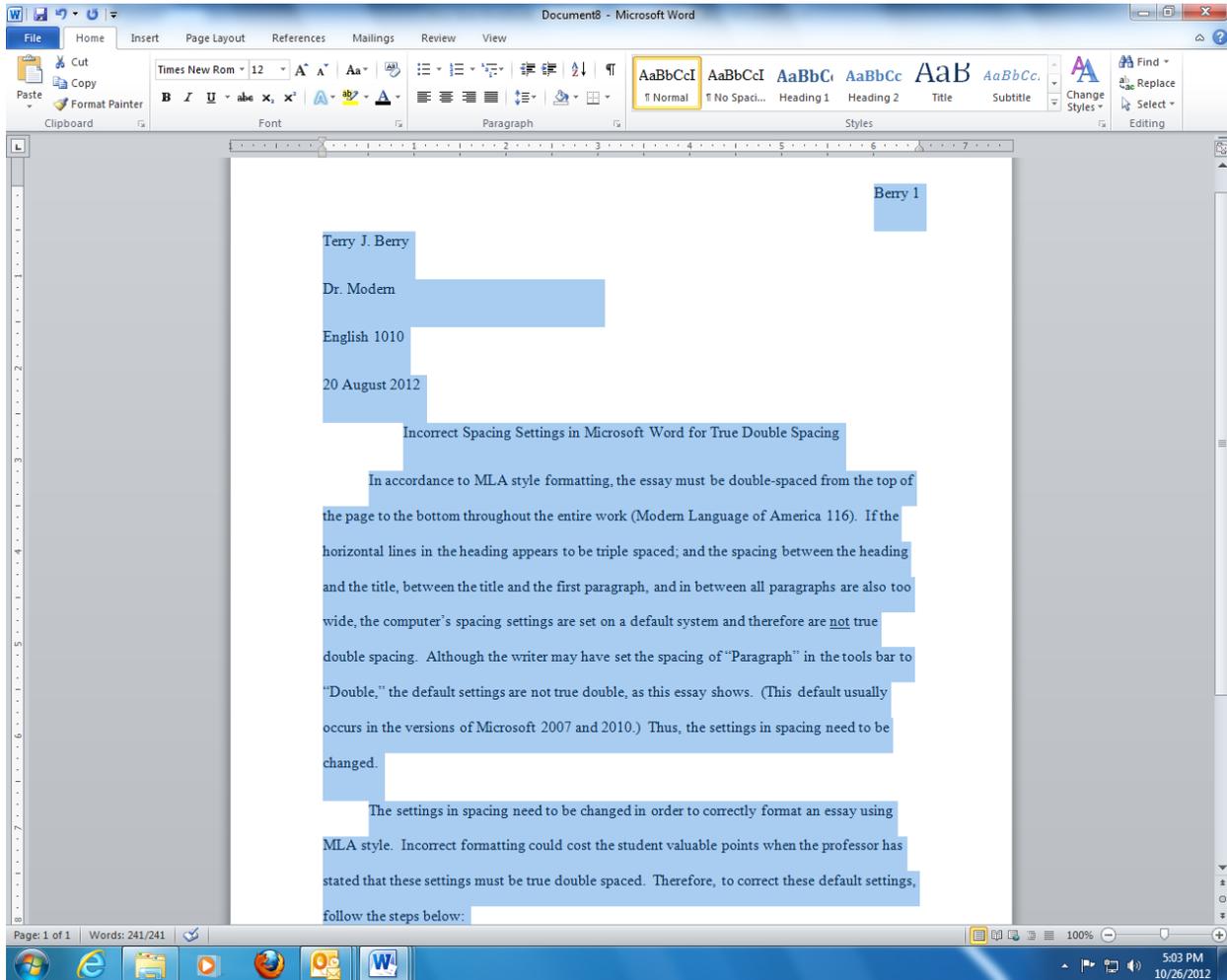On the drop-down menu, select **Line Spacing Options**.

This menu will appear.

Look under **Spacing** (indicated by the purple arrow in the above illustration).
- The numerical settings **Before** and **After** should read zero pt. Change the numerical settings to zero by using the blue arrows to the right of the boxes (illustrated by the red arrows above).

- Most likely, the **After** setting reads 8 or 10 pt, which causes the default settings. Both **Before** and **After** settings may also read as Auto, which is another cause for the default line spacing

If your paper has been typed and the default settings have not been removed, follow these steps:

1. Highlight the entire paper.

Choose either options already decribed on pages 2-6.

Congratulations! You have successfully changed the default line spacing in Microsoft Word for a PC.