

Setting paragraph indentions and line spacing

JRN 2201

Never use the [Tab] key when writing a news story because the tab key causes problems for editors and paginators. For the same reason, never hit the spacebar more than once in succession, and never use the [Return] key anywhere except at the end of a paragraph.

But in this class, you should always indent paragraphs and double-space your stories because this formatting makes them easier to read and edit. (This text uses indented paragraphs and double-spacing.)

How do you achieve both paragraph indentions and double-spacing without using extra keys? You do it with format settings in Microsoft Word.

- Click on “Format” at the top of the Microsoft Word screen. Go to “Paragraph ...”
- Under “Special,” set the first-line indent at 0.5 in.
- Also in the Paragraph dialogue box, set the line spacing to “double.”

It’s simple. See the illustration on the next page.

Paragraph

Indents and Spacing

Line and Page Breaks

Alignment: Left

Outline Level: Body text

Indentation

Left: 0"

Special:

By:

First line

0.5"

Right: 0"

Spacing

Before: 0 pt

Line spacing:

At:

Double

After: 0 pt

Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

**The event is a fundraiser to raise money for Relay for Life, and we encourage everyone*

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tabs...

Cancel

OK