**Help in formatting your papers…**

**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.



1. On the **Page Layout** tab, in the **Paragraph** group, under **Spacing**, click the arrow next to **Before** or **After** and enter the amount of space that you want.

**Change the line spacing**

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.

1. 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**.



1. Do one of the following:
* Click the number of line spaces that you want.

For example, click **1.0** to single-space with the spacing that is used in earlier versions of Word. Click **2.0** to double-space the selected paragraph. Click **1.15** to single-space with the spacing that is used in Word 2010.

* Click **Line Spacing Options**, and then select the options that you want under **Spacing**. See the following list of available options for more information.

**Semi-Colons and Colons**

You can use a semi-colon to join two independent clauses. Joining two independent clauses this way implies that the two clauses are related and/or equal, or perhaps that one restates the other.

* *Seinfeld* was definitely my favorite television show during the 1990s; in fact, it is my favorite television show of all time.
* I am going to visit Anna in St. Louis next weekend; we’ll get to see the Arch, Busch Stadium, and the Landing.

Use semi-colons between items in a list that already involve commas.

* I have lived in Chicago, Illinois; Kansas City, Missouri; and Omaha, Nebraska.
* The sweaters I bought today were purple, blue, and green; yellow, white, and red; and pink, black, and grey.

Use a colon after an independent clause when introducing a list.

* The catering facility offers the following entrees: fried catfish, grilled chicken, pan-seared salmon, and sirloin steak.

Use a colon after an independent clause when introducing a quotation.

* My teacher’s remark on my final essay was very complimentary: “This essay coherently analyzes musical trends of the late 20th century.”

Use a colon between two independent clauses when you want to emphasize the second clause.

* I don’t understand why everyone shops at that store: everything there is so expensive.