How to Adjust Text and Paragraph Spacing

The CSU formatting guidelines for Theses/Dissertations require all normal text to be double-spaced, AND there should be no additional blank lines between paragraphs.

NOTE: The default spacing for Word 2003 documents is single line spacing and 0 points between paragraphs. However, in Word 2007/2010 the default spacing for most Quick Style sets is 1.15 line spacing and 10 points after each paragraph. It is VERY IMPORTANT to change the line and paragraph spacing to match the guidelines or your Thesis/Dissertation will be rejected for incorrect spacing.

Select your entire document (<CTRL> + <A>) and navigate to the Home tab, Paragraph group and click on the dialog box launcher (small arrow in the lower right corner)

TIP: you could also access this tool before you type any text in your document.

From the Paragraph dialog box, make sure the values for Spacing Before and After are both set to 0 pt. This will remove any extra line spacing between paragraphs.

If you are entering normal text in the current section of your document, set the Line spacing to Double.

Press the <OK> button when finished.

TIP: pressing the <Enter> key in Word always generates a new paragraph.