

# How to Double Space

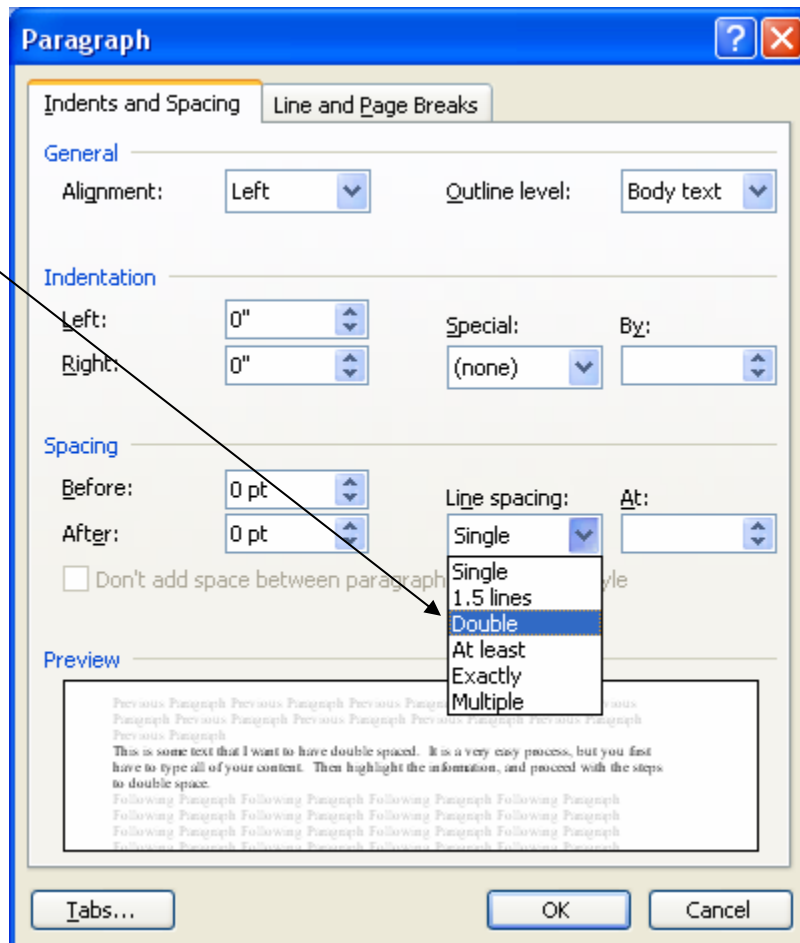
Highlight the text that you want to double space.

This is some text that I want to have double spaced. It is a very easy process, but you first have to type all of your content. Then highlight the information, and proceed with the steps to double space.

Click on the Format -> Paragraph buttons on the toolbar.



Go to the Line Spacing drop and choose double.



down box