

## Getting spacing between lines right in Microsoft Word

For conventionally formatted narrative prose, use indentation and no extra spaces between paragraphs. Don't use block paragraphing as for business. Save extra spaces to show time has passed.

Here's a sample narrative prose of properly formatted for fiction or creative nonfiction or memoir:

“You've been in New York all along? I can't believe it.” She extended her arms and embraced me with a brief, precise, decisiveness. Like her haircut. I held myself stiff around my clipboard.

“Melly, look!” she said. “This is Aunt Linda. This is Mommy's oldest friend.”

What *chutzpah*, I thought. Aunt Linda indeed. We had been so closely identified that they arrested me when she tried to blow up the approach ramp to the bridge half an hour too soon for the governor's limousine.

One day we were discussing whether a pacifist could support national liberation armies, and the next day, she moved into what she called an action-oriented communal living situation. Just strapped on her combat boots and left me shocked and bereft, especially when Bedrosian followed her.

**Note double spacing, indented paragraphs, and the same spacing between paragraphs as between lines.** Don't use business-style block paragraphing for prose narrative. If Word comes up that way, here's how to correct it.

**Windows 10.** Highlight the whole piece (Cntrl A)

Click on “Line and Paragraph Spacing.” This gives you an option for line spacing (double space for fiction and creative essays.). There is also an option for extra spaces between paragraphs. Set for 0. Use the rule bar at top while piece is still highlighted to make paragraph indentations.

**Windows 11** is more or less the same. Use the "home" menu. Highlight the whole, and set "Line and Paragraph spacing" at 2. The same tab has options to add and remove extra space before and after paragraphs. Set to no extra space.