Change the default line spacing

The default line spacing in Microsoft Word 2013 is 1.15. By default, paragraphs are followed by a blank line and headings have a space above them. Here’s how to change the default settings.

1. On the Home tab, click the Line and Paragraph Spacing button.

2. Choose Line Spacing Options.

3. In the Paragraph dialog box under Spacing, choose from the Line spacing dropdown menu to adjust the line spacing.
4. Adjust the settings for **Before** and **After** if you want to change paragraph spacing.

5. Click **Set as Default**.

6. In the dialog box, click next to **All documents based on the Normal template** and click **OK**.