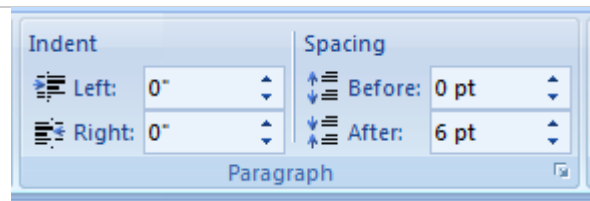


Increasing/Decreasing Paragraph Spacing

The “Paragraph Group” is placed on the Desktop Publisher Ribbon for convenience to make it easy to edit the paragraph spacing before or after a paragraph. The commands are the standard commands used in Word 2007.



NOTE: *Depending on your screen resolution, you may see the expanded version or the condensed version of this group.*

- ▶ Bullet One
- ▶ Bullet Two
- ▶ Bullet Three

This is most often used when you have a bullet that is the last bullet in a list. The bullet paragraph spacing will generally be set to very tight to save room and graphically group the bullets together. However, you will generally want the last bullet to have increased spacing to set the “Bulleted List” apart from the rest of the paragraphs. By using the spacing commands here, you can quickly adjust paragraph spacing without leaving the toolbar.

Increasing and decreasing paragraph spacing around frames, bullets, graphics, tables, and even headers is a smart way to fit graphics on the same page as the callout.

WARNING: *Some RFPs will direct minimum paragraph spacing. Typically, the RFP is only concerned with line-spacing but as a Desktop Publisher, you will be familiar with the RFP requirements.*

TIP: *When squeezing out the last of that white space, you can often change the after-spacing setting of your captions on an individual basis to save some more room or to get your graphics to align closer to the bottom margin.*