Select and resize the paragraph mark

This trick is pretty straightforward. Instead of entering the right values in the Paragraph dialog, your users can adjust line spacing visually in their Word documents. Here's how it works:

1. Press [Enter] at the appropriate place in your document to insert a new blank line.
2. Click the Show/Hide button on the Standard toolbar to display paragraph marks and the rest of the otherwise invisible characters.
3. Select the paragraph mark on the line you inserted.
4. Press [Ctrl]]—that's [Ctrl] plus the close-bracket character—to increase the size of the paragraph mark or [Ctrl][to decrease the size of the paragraph mark. As you increase the size of the paragraph mark, you increase the height of the blank line. As you decrease the paragraph mark's size, you flatten the blank line.

Of course, you can also change the size of the paragraph mark by selecting it and then entering a new value in points for the font. Either way, you fine-tune the vertical height of a blank line by adjusting the size of the paragraph mark. **Figure A** shows what my Word document looked like after I selected a paragraph mark and set its point size to 39.
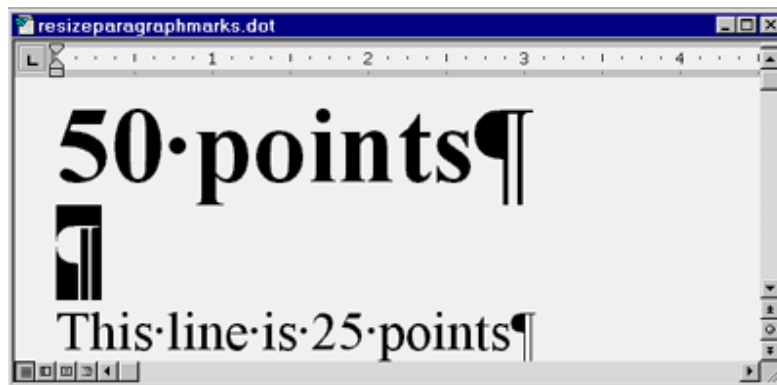
Figure A: Select the paragraph mark and increase its size to adjust the amount of space between the lines of text.