Tech Tips and Tricks

In MS Word 2007 the default Line Spacing is 1.15 within a paragraph and a blank line between paragraphs. The new default setting has an impact after merging and the appearance of white space between paragraphs. This tip will provide instructions for adjusting the single-spacing settings. For Example:

When using the Address Block in labels or in a letter. This will also occur if you manually insert the merge fields as pictured below.

**Correcting Spacing within a Merged Document:**

1. When inserting an Address Block into a merged document:
   - Select the text prior to previewing.
   - From the Home tab, within the Paragraph group, click on the Line Spacing icon and select 1.0. Select Remove Space After Paragraphs and/or Remove Space Before Paragraphs to adjust the paragraph spacing.
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- If working with labels, from the Mailings tab, within the Write & Insert fields group, click on Update Labels button, this will force the new spacing to all labels.

2. When manually inserting fields into a merged document:

- Select the text prior to previewing.

- From the Home tab, within the Paragraph group, click on the Line Spacing icon and select 1.0. Select Remove Space After Paragraphs and/or Remove Space Before Paragraphs to adjust the paragraph spacing.

- If working with labels, from the Mailings tab, within the Write & Insert fields group, click on Update Labels button, this will force the new spacing to all labels.

3. Additionally- You can manually remove unwanted spacing by entering a Soft Return at the end of each line.

- After inserting merge fields for First and Last Name, use the key combination of Shift + Enter
- Continue the same process for the rest of merged fields
- The end result will appear as follows: