

APSU Writing Center

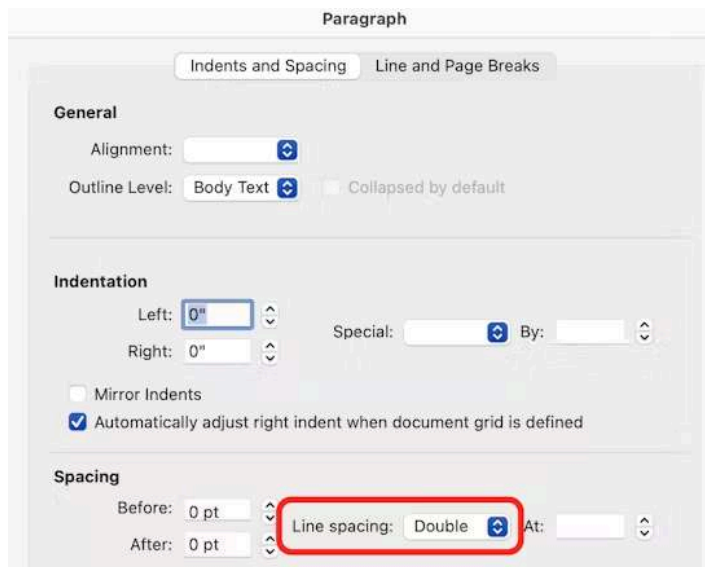
How to Double Space in Microsoft Word on a Mac

Changing the Default Line Spacing Settings in Microsoft Word (2025)

- In Microsoft Word (versions 2010 and later, including 2025), you need to manually adjust the default line spacing settings to ensure proper formatting.
- If not modified, documents may not reflect true double-spacing, which is required for most academic formats (MLA, APA, Chicago, etc.).
- Follow these steps to adjust the default line spacing:

Changing Default Line Spacing Before Typing

- Open Microsoft Word (2025) on your Mac.
- Create a New Document or open an existing one.
- To double space the entire document, click Edit in the top menu bar and select Select All.
- To double space only specific paragraphs, highlight the desired text.
- Click Format in the top menu bar and select Paragraph.
- In the Paragraph window, find the Line Spacing dropdown menu and select Double.
- Other spacing options, such as 1.5 lines, are also available.
- Click OK to apply the changes.



To make this setting the default for all future documents:

- Click Format in the top menu bar and select Paragraph.
- In the Paragraph window, find the Spacing section.
- Set Line Spacing to Double.
- Click Set as Default at the bottom left.
- Choose All documents based on the Normal template and click OK.
- Close and reopen Word to apply the changes permanently.