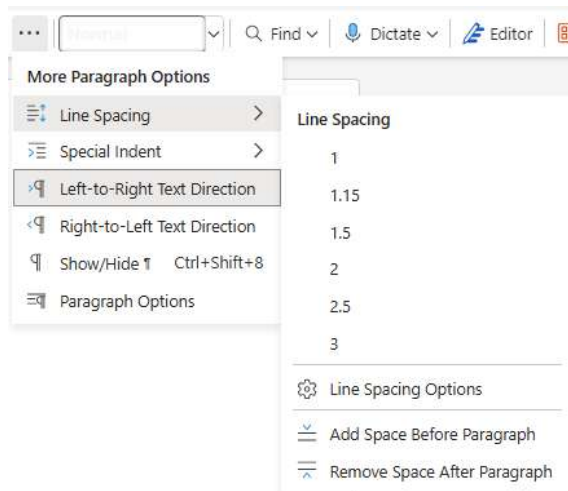**APSU Writing Center**

How to Double Space in Microsoft Word on a PC

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).
- Create a New Document or open an existing one.
- Click on the Home tab.
- Locate the Paragraph group.
- Click on the Line Spacing button.
  - (represented by multiple horizontal lines with arrows).

- Select 2.0 (Double Spacing) from the dropdown menu.

To make this setting the default for all future documents:
- Click on the small dialog box launcher in the bottom-right corner of the Paragraph group.
- In the Paragraph settings window, find the Spacing section.
- Set Line Spacing to Double.
- Click Set as Default at the bottom left of the window.
- Choose All documents based on the Normal template and click OK.
- Close and reopen Word to apply changes permanently.