

**TECHNOLOGY TIPS:**  
by Dodie Edelstein

## **I Break for Lines!** (All versions of Word)

### ***What is a Line Break?***

A Line Break is a term used in Word to signify a manual place in any paragraph where you want to end the current line and continue the text on the next line.

This happens frequently in legal documents. For example, if you have a centered title on an agreement, a lengthy Re: line in a letter, or a long heading in a pleading – you can use line breaks for all of these.

### ***Here's how it works:***

Let's say my document title currently looks like this:

**LIMITED PARTNERSHIP AGREEMENT FOR IMAGINARY CORPORATION, INC.**

I don't like that the whole title takes up one line but it's not long enough to wrap automatically, like the text in a paragraph does. If you're using Styles and your heading style for titles (like the one shown above) has a "Space After" embedded in it, whenever you press **ENTER** to break a line, you'll see an extra space between the two-lined title. In fact, it might look more like this:

**LIMITED PARTNERSHIP AGREEMENT  
FOR IMAGINARY CORPORATION, INC.**

We see this all the time with our documents. Everyone says, "I don't want it to be double-spaced but when I press **ENTER**, that's what I get." Well, it's really not that the text is double-spaced, but the style you're using has an extra line at the end of the paragraph already built in so you don't have to press **ENTER** twice when you finish a paragraph. The big deal here is that on a title, you're not finished with the paragraph, you just want to control where the lines break!

To remedy this, try pressing **SHIFT + ENTER** at the place in the title where you want it to break instead of **ENTER**. Your title should look more like this:

**LIMITED PARTNERSHIP AGREEMENT  
FOR IMAGINARY CORPORATION, INC.**

You've just made a Line Break (or sometimes called a "Manual Line Break.")

Manual line breaks are formatting marks that aren't normally visible in your document. If you want to see these breaks, turn on the formatting marks by clicking the **Show/Hide** button (looks like a "¶") on your toolbar. The manual line break character looks like the little left arrow on your **Enter** key (↵).

***Other Great Uses for Line Breaks***

This feature can be used as many times as needed within a paragraph. It's great for short lines where you want to control the places in which the line breaks. It's also great in pleadings for those places when you are going from a single-spaced quote back to double-spaced text and your first double-spaced line is not lining up with the pleading numbers. Just go back to the end of the last single-spaced line and press **SHIFT + ENTER** to add the line break. This pushes down the text just one line and your first double-spaced line will be lining up with the pleading numbers as it should.



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