



Accessible List Spacing in Word

Do not press Enter to put space between list items. This breaks the list into several individual lists rather than one list of items.

To add spacing for an individual list in a document, select the list and press Alt + H, P, G for the Home Ribbon, Paragraph dialog. You can use the mouse but the icon is very small and it is just faster to use the keyboard commands.



Figure 1 Paragraph Group on Home Ribbon showing icon for Paragraph dialog.

When the Paragraph dialog opens, uncheck the check box “Don’t allow spacing between paragraphs of the same style.”

Just above that check box is the “After” edit box where you can type a number of points or pts.” Usually 8-12 points is enough space depending on the size of your font. For example if your document uses a 12 point font for normal text, you might want to make the spacing 10 points. Do not put too much space between list items or your documents will look unprofessional.

I don’t generally add spacing above each list item because the purpose is to add a bit of spacing just after each list item.

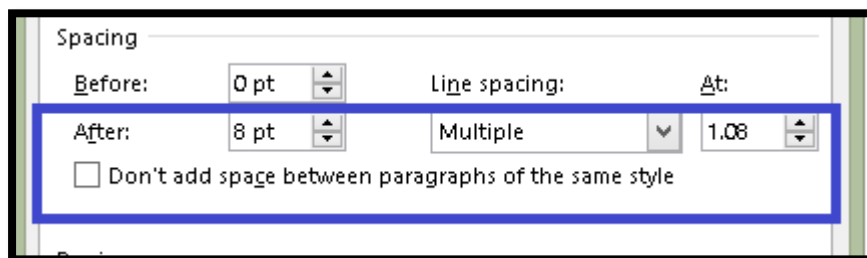


Figure 2 Spacing settings in the Paragraph dialog.

Once you’ve changed both of these settings (check box and edit box), Tab to the OK button and press Enter or click it with the mouse.

If you are working on a template you can modify the spacing for all bulleted, numbered or multi-level lists in a document by modifying the List Paragraph Style.



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To do this either use the Apply Styles Pane (if you are using the keyboard) or the Quick Styles Gallery if you are using the mouse.

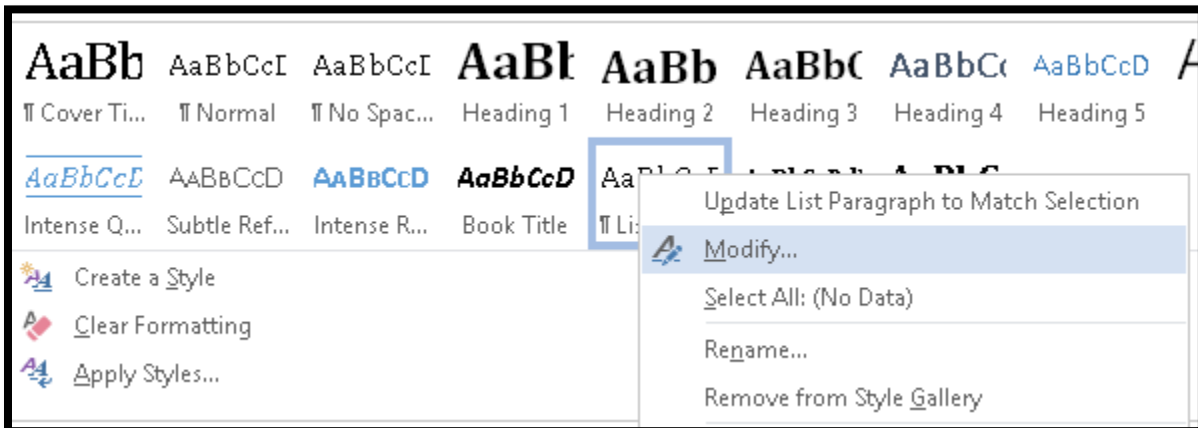


Figure 3 Quick Styles Gallery with List Paragraph highlighted and Modify option selected in context menu.

Select a list so that the List Paragraph is highlighted in the Quick Styles Gallery; or,

Press Ctrl + Shift + S to open the Apply Styles Pane and List Paragraph will be the Style in use because it is selected in the document.

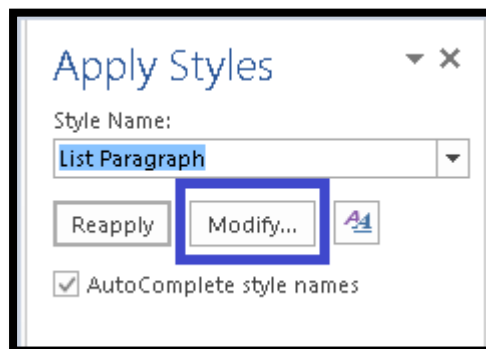


Figure 4 Apply Styles Pane with Modify button highlighted.

When the Modify dialog opens, press Alt + letter O to open the sub-menu under Format. Press P for Paragraph and the Paragraph dialog opens.

The difference is that we will modify the spacing for every list item used in this document or template.

When the Paragraph dialog opens, make the same changes as identified earlier in this document – uncheck the check box and specify a point size for spacing.

Tab to the OK button and press Enter or click it with the mouse.

You are now back in the Modify Style dialog.



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Here you can choose to use this modification for this document only or for new documents based on this template.

This will be the only setting we will change for this tutorial. If you are working in a template, choose that option. If you want this document only to use the spacing, make that choice.

Tab to the OK button and press Enter or click it with the mouse.

The list you selected, and any others in your document, will now have the spacing you specified.

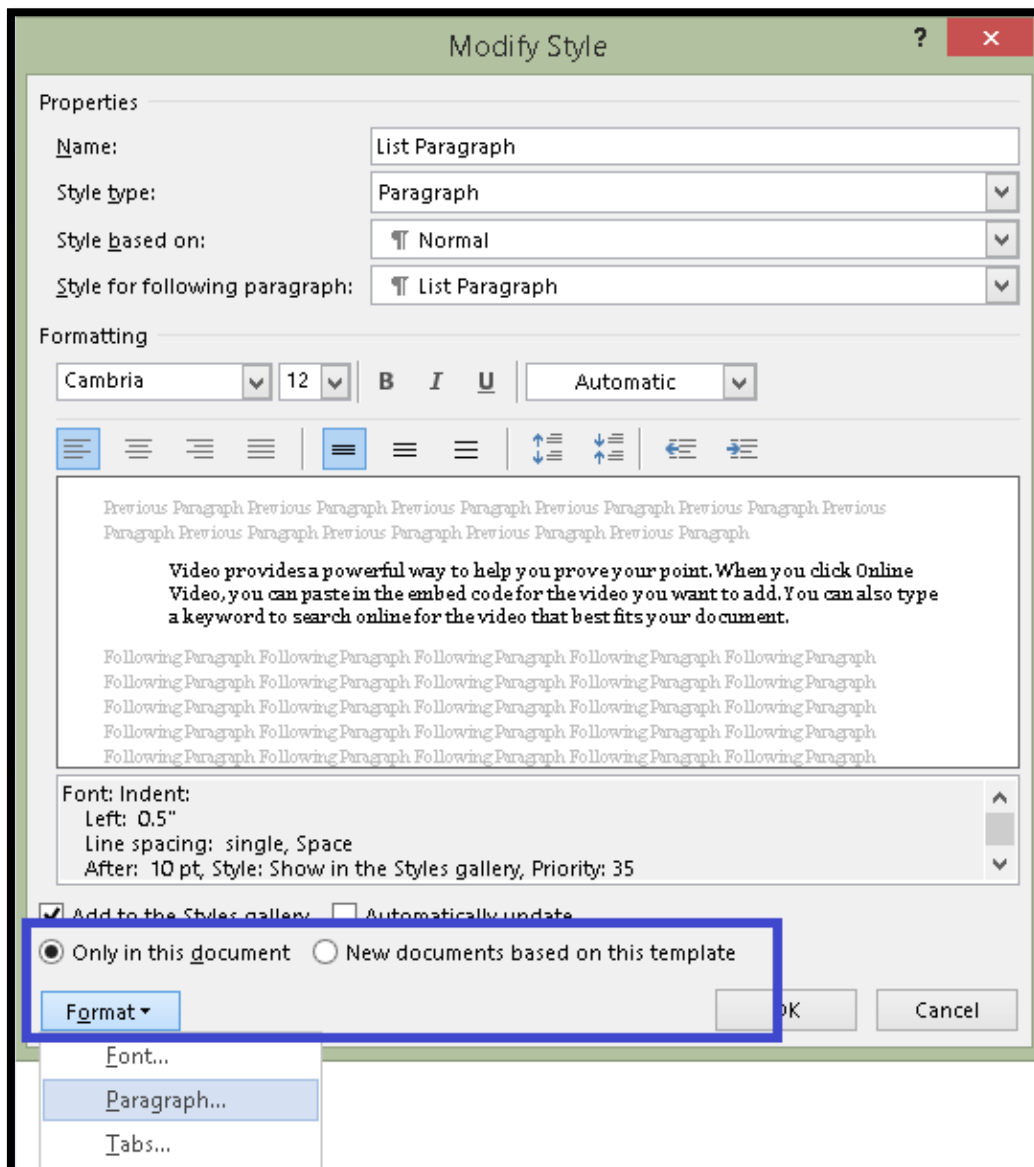


Figure 5 Modify Style dialog showing Format sub-menu open.

Find more how to documents on the [Karlen Communications Handouts](#) web page.