Use the *Indent* section of the tab to set up the indentation, using these parameters:

- **Before text:** controls the space in the selected unit of measurement between the left margin of the page and the leftmost part of the paragraph area. Entering a negative value results in the text starting on the left of the margin. This may be useful in situations where your left margin is quite wide, but you want the headings to be centered in the page.

- **After text:** controls the space in the selected unit of measurement between the right margin of the page and the rightmost part of the paragraph area. Entering a negative value results in the text extending into the right margin of the page.

- **First line:** enter the offset in this box (either positive or negative) of the first line of the paragraph relative to the paragraph area. A positive value increases the indentation of the first line, while a negative value makes the first line start to the left of the paragraph area.

- **Automatic:** select this box to allow Writer to automatically control the indentation of the first line. The value is calculated by Writer on the basis of the font size and other parameters.

Use the *Spacing* section of the page to determine the amount of vertical space above and below the paragraph. It is customary to include some "space above" in heading styles so that they are separated from the text body of the previous section without the need to insert empty paragraphs. Spacing between paragraphs is also normal in certain types of documents. The body text style of this guide is configured to leave some space between consecutive paragraphs. You can select the option to remove space between paragraphs of the same style.

> ✅ **Note**
>
> An option in **Tools > Options > LibreOffice Writer > Compatibility** controls whether space above and space below are added together (the default) or if the larger space is the only one that applies. See Chapter 20, Customizing Writer, for more information.

The spacing between paragraphs does not affect the spacing between lines within a paragraph, which is controlled in the *Line spacing* section. You can select one of the following values:

- **Single**: the default setting—applies a single line spacing to the paragraph. This is calculated automatically based on the font size.

- **1.15 lines**: sets the line spacing to 1.15 lines. This small increase often improves the appearance of text without using a lot of vertical space.

- **1.5 lines**: sets the line spacing to 1.5 lines.

- **Double**: sets the line spacing to 2 lines.

- **Proportional**: activates the edit box next to the drop-down list where you can enter a percentage value. 100% means a single line spacing, 200% double line spacing and so on.

- **At least**: this choice activates the edit box next to the drop-down list, where you can enter the minimum value (in your selected unit of measurement) to be used for the line spacing.

- **Leading**: if this is selected, you can control the height of the vertical space between the base lines of two successive lines of text, by entering a value, which is summed with the value of single line spacing, into the edit box.

- **Fixed**: this choice activates the edit box next to the drop-down list, where you can enter the exact value of the line spacing.