the words in order to fill the whole line. If you select the Expand single word option, then whenever the last line of a justified paragraph consists of a single word, this word is stretched by inserting spaces between characters so that it occupies the full length of the line.

Figure 62 shows an example of the effect obtained when choosing each of these options for a typical text font. In most cases, leave the setting on the default (left-aligned); but for some dramatic purposes (such as a very large font on a poster), you might prefer one of the other choices.

Three options are available for the alignment of the last line of a justified paragraph. This is an example of a **left-aligned** last line.

Three options are available for the alignment of the last line of a justified paragraph. This is an example of a **centered** last line.

Three options are available for the alignment of the last line of a justified paragraph. This is   an   example   of   a   **justified**   last   line.

When the last line of a justified paragraph contains a single word, you can stretch the word to fill the entire line. This is an example with the **Expand single word** option s   e   l   e   c   t   e   d   .
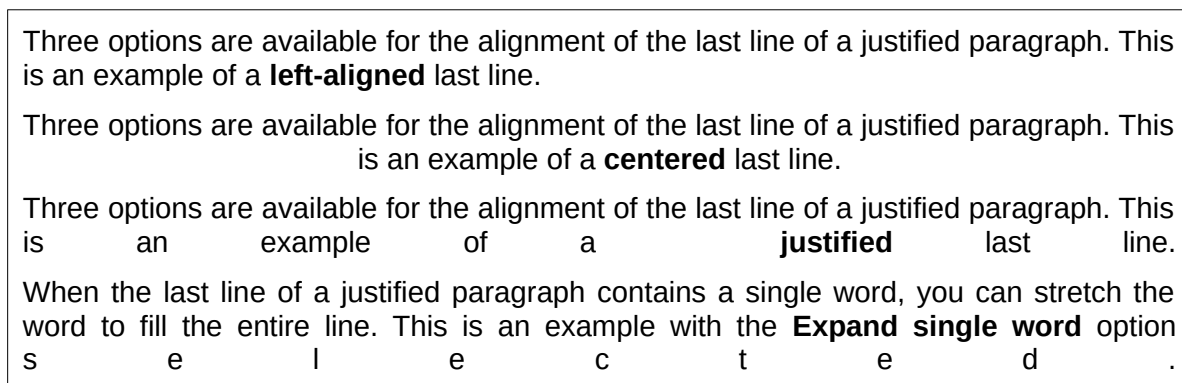
Figure 62: Examples of choices for the last line of a justified paragraph

These options are controlled in the *Alignment* tab of the Paragraph dialog (Figure 63), reached by choosing Format > Paragraph from the Menu bar, or by right-clicking in the paragraph and selecting Paragraph from the context menu, or by clicking the More Options button on the Paragraph panel in the Properties deck of the Sidebar.
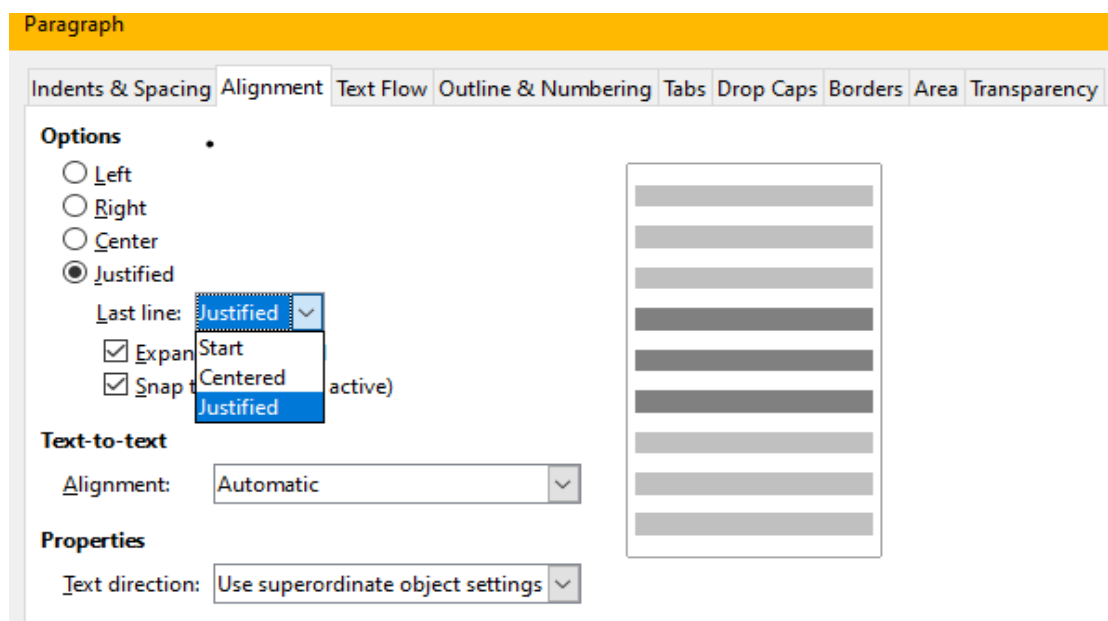

Figure 63: Options for the last line of a justified paragraph

Line and paragraph spacing

Line spacing (button 18, Figure 60) refers to the distance from one baseline (the imaginary line at the bottom of a letter like "n" or "m") to the next baseline. It is determined by the size of the font, as illustrated in Figure 64.

The Line Spacing submenu is shown in Figure 65. Here you can choose among standard spacings or define a custom value: *Proportional* (for example, 110%), *At least* (the amount specified in the *Value* box), *Leading*, or *Fixed*. To see the differences between these choices, do a few sample paragraphs and change the selections.