

MANUAL LINE BREAK (Soft enters)

A manual line break (soft enter) ends the current line and continues the text on the next line.

Eg: suppose your paragraph style includes extra space before each paragraph but not after a heading.

1. Golden Retriever ↵
Golden Retrievers are trained for search and rescue, arson detection, drug detection, therapy dogs, hearing dogs, guide dogs for the blind, and handicap assistance dogs. Not to mention outstanding hunting and personal companions. ¶
2. Jack Russell Terrier ↵
The Jack Russell is a happy, bold, energetic dog; they are extremely loyal, intelligent and assertive. Their greatest attribute is their working ability, closely followed by their excellent qualities as a companion. Their funny antics will continually amuse you, their intelligence seems to know no bounds and their assertive nature and boundless energy can at times be overwhelming. ¶
3. German shepherd ↵
The German Shepherd is distinguished for loyalty, courage, and the ability to retain training for a number of special services. Members of the breed are widely used by police officers and the military, as guide dogs for the blind, guardians, drug and contraband detection dogs, and Search and Rescue dogs. Most, however, are purchased to serve the important role of devoted family friend and protector ¶
4. ... ¶

9 pt after spacing applied to all paragraphs but only activates when it reads a paragraph (¶) mark

To Apply

Click where you want to break a line of text.

Press SHIFT+ENTER ↵

Tip

Manual line breaks are formatting marks that aren't normally visible in your document. If you want to view these breaks, turn on the formatting marks by clicking **Show/Hide** ¶ on the **Standard** toolbar.

The manual line break character (↵) indicates a manual line break.

Reference: Microsoft Office Word Help