

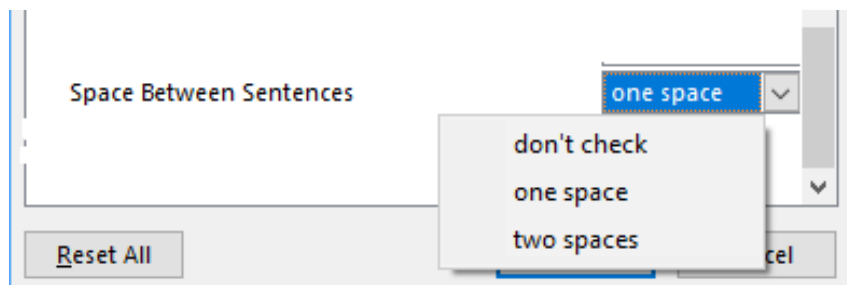
Application: Word – Spaces after a full stop

There is a continuing argument as to whether documents should be typed with one space or two after a full stop. Whichever side of the argument you are on, there is a way of to set the grammar checker to check that the typed text matches your preference.

1. Select **File > Options > Proofing**.
2. Select **Writing Style > Grammar > Settings**.



3. Select the drop-down list by **Space Between Sentences**. The following options will be displayed.



- Select **one space** or **two spaces** as required.
- Select **don't check** if you do not want the grammar check to look for spacing after a full stop.

4. The grammar checker will now mark any sentences that do not match the rule you have set.

This sentence has two spaces after it. ;) only want one. |

