**Graphics and Line Height***by* [*Allen Wyatt*](http://www.tips.net/A0001_Allen_Wyatt.html) (last updated December 27, 2014)

Have you ever placed a graphic in your document, only to find that you can see only a small portion of the bottom of it? The cause of this problem, believe it or not, lies in your paragraph formatting. When you insert an in-line graphic, it inherits the style of the surrounding text. This can cause problems when the style uses fixed line spacing, (for example, "Exactly 14 pt") because the image is forced to this line height as well.

To fix this problem, follow these steps after you have the graphic inserted in your document:

1. Either select the graphic (by clicking on it once) or position the insertion point somewhere in the same paragraph that contains the graphic.
2. Display the Home tab of the ribbon.
3. Click the Line Spacing tool (Word 2007) or the Line and Paragraph Spacing tool (later versions of Word) in the Paragraph group. Word displays some spacing options.
4. Choose the 1.0 option.

When line spacing is set to Single (which is what these steps do), Word automatically uses the height of the tallest element in each line as the height of the line. In the case of your graphic, there is a very good chance that it is the tallest item. By changing to single line spacing, the line on which the graphic is located can expand to its full height.

**In addition**

On the Home tab, click the little drop-down arrow in the Paragraph group. Once the Paragraph formatting box, find the Spacing section. Note the number of points in the After section, but change it to zero (0) and click OK.  
  
Then, click in the next paragraph and open the Paragraph formatting box again. Change the Before setting in that paragraph to the same as the After setting that you removed from the previous one.  
  
Alternately, you can right-click the graphic and choose Wrap Text > More Layout Options (at the bottom of the pick list). Once the Layout box opens, select "Tight".  
  
If that doesn't do what you want, reopen the Layout Options and choose from the "Wrap text" group. I recommend "Right", "Left", or "Both sides", but you may want to play around with it and see what gives you the effect you are after.