

PARAGRAPH FORMATTING



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Click on any blue, underlined text to go to its linked reference.

A conventional email is composed of double-spaces between paragraphs, shown in this email (Figure 1).

NOTE: I have highlighted the first three words on its last line.

While this looks nice, if the email is printed, it can become a waste of paper very quickly.

There is a better way.

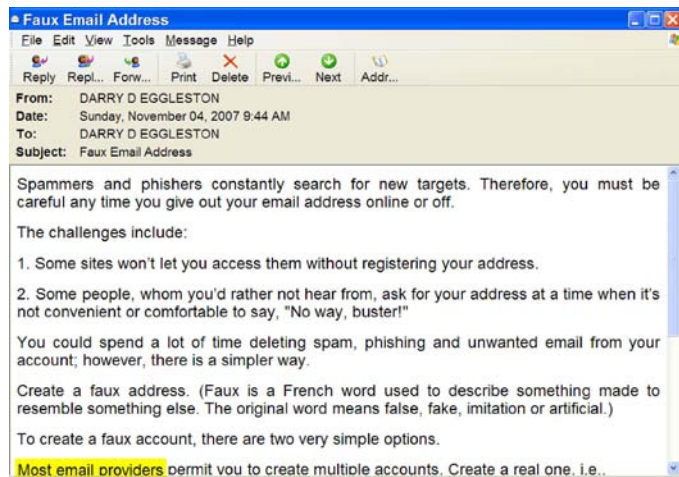


Figure 1

I simply indent each paragraph with a single return between all lines (Figure 2).

NOTE: I have highlighted the same three words as in Figure 1.

Compare the two emails, and you will see that the second is not only as easy to read, it allows more content to be seen and would save print if the article were to continue.

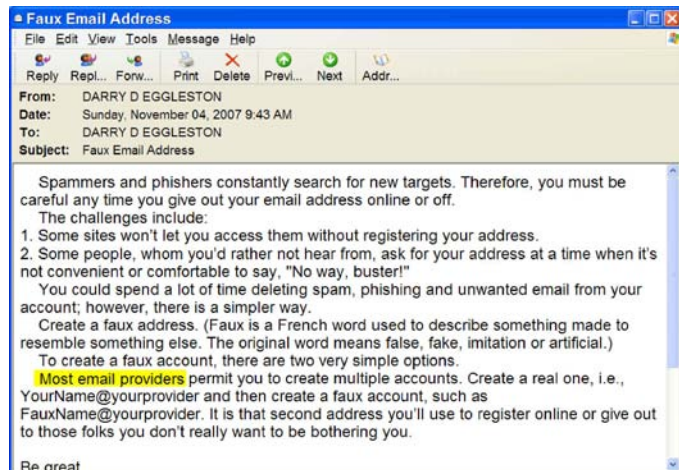


Figure 2

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