How to Triple Space (TS) for Two Blank Lines
Note: These instructions assume that you have double-spacing set.

1. Turn on “Show all formatting marks” by either:
   - Toggling the ⊂ icon, or
   - Going to Format, Reveal Formatting, and checking “Show all formatting marks”.

2. Place your cursor at the end of the paragraph where you need two blank lines. In the example above, the cursor should be placed after “present.”

3. Press Enter. This creates three blank lines as shown below.

4. Click and drag over the ¶ that you just added. Go to Format, Paragraph, and change Line Spacing to “Single”. Press OK.

5. The example below now has two blank lines above the heading “Abstract” and one blank line after it.