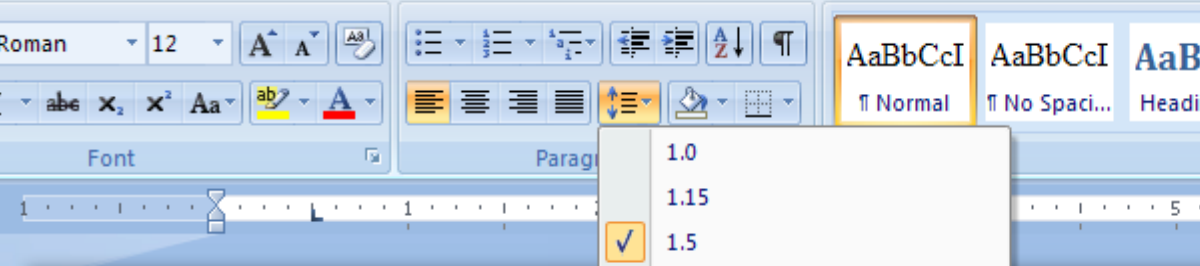


How to change the Line Spacing  
to a Default of 1

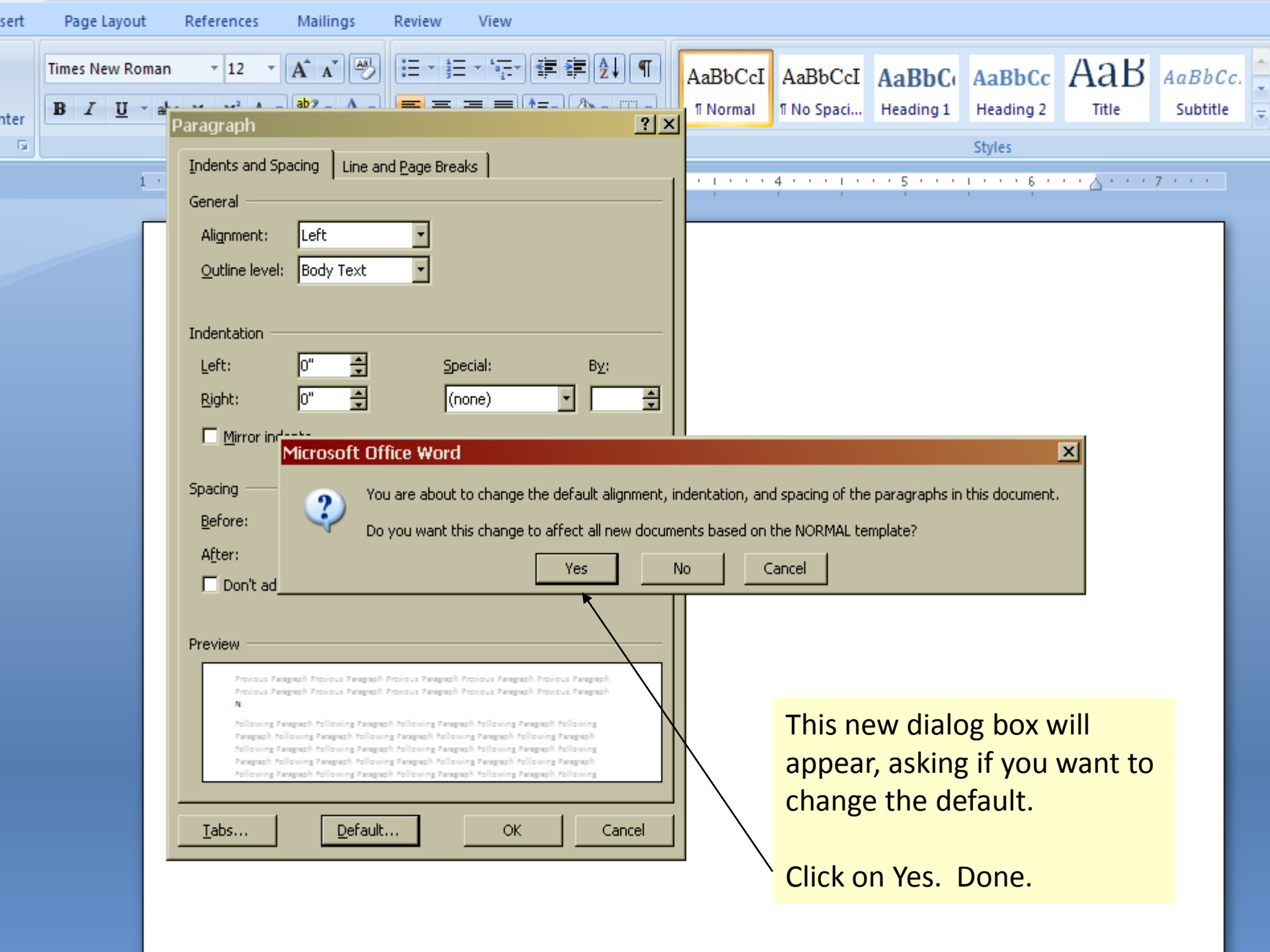


Only perform this tutorial if you are interested in changing the default for ALL your documents to a line spacing of 1, rather than the 1.15 that is the current default.

Okay, begin by clicking on the Line Spacing option (located at the Paragraph option on the Home menu).

Then select the “Line Spacing Options” located there.





**Microsoft Office Word**

?

You are about to change the default alignment, indentation, and spacing of the paragraphs in this document. Do you want this change to affect all new documents based on the NORMAL template?

Yes No Cancel

This new dialog box will appear, asking if you want to change the default.

Click on Yes. Done.