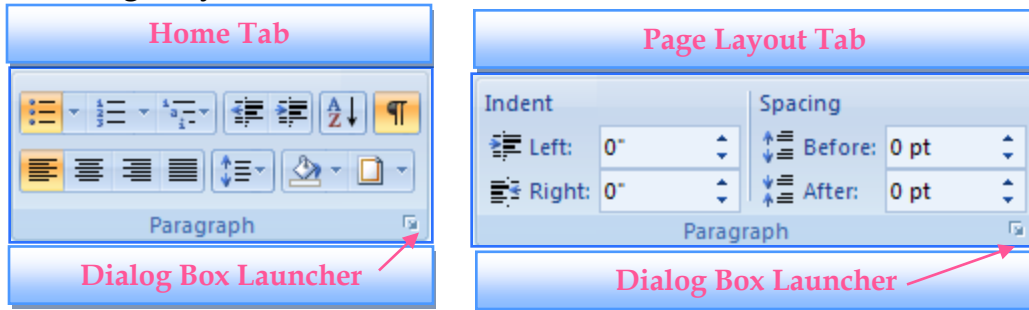


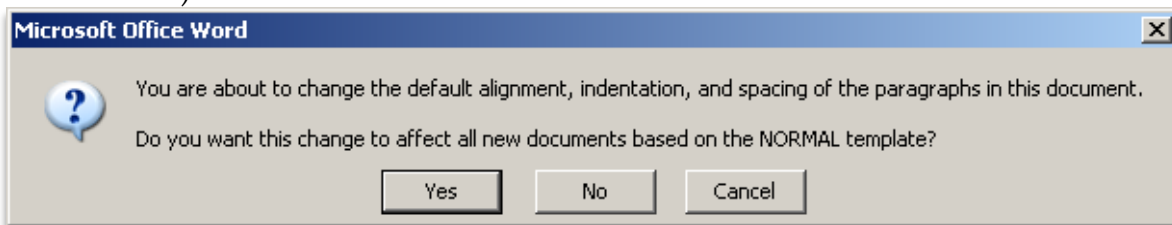
CHANGE PARAGRAPH DEFAULT SETTINGS

The default settings in Word 2007 for line spacing cause the document to be double spaced rather than single spaced. In order to change these settings, complete the steps below.

- † Do one of the following:
 - ⚙ Click the **Home Tab**.
 - ⚙ Click the **Page Layout Tab**.



- † In the **Paragraph Group**, click the **Dialog Box Launcher**.
- † The **Paragraph** dialog box will display.
- † Change the **Line Spacing** to **Single**.
- † This will clear the **At** box.
- † Change the **Spacing After** to **Zero (0)**.
- † Make any other desired paragraph changes.
- † Click the **Default** button to make these changes apply to all future documents created in Word 2007.
- † A warning message will appear saying that changes have been made to the **Normal** template (see illustration).



- † Click the **Yes** button to accept the changes.
 - ⚙ The **Normal Template** is the one that is used to create all new documents.
 - ⚙ When **Yes** is clicked, the specified formatting is applied to all new documents that are created in Word.