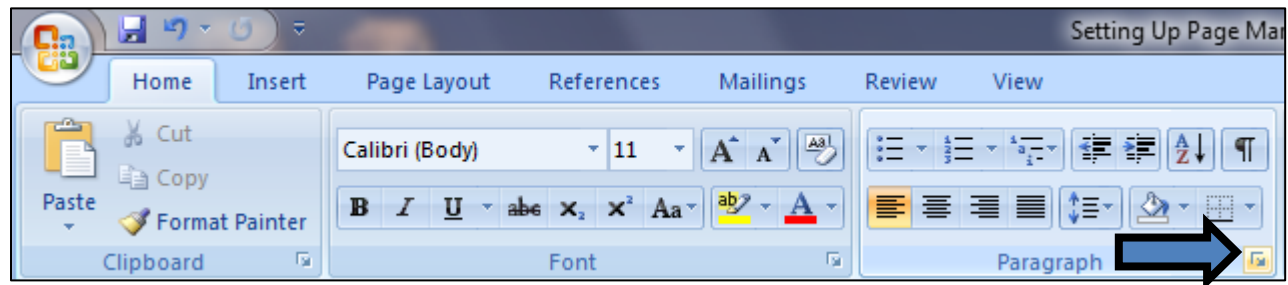
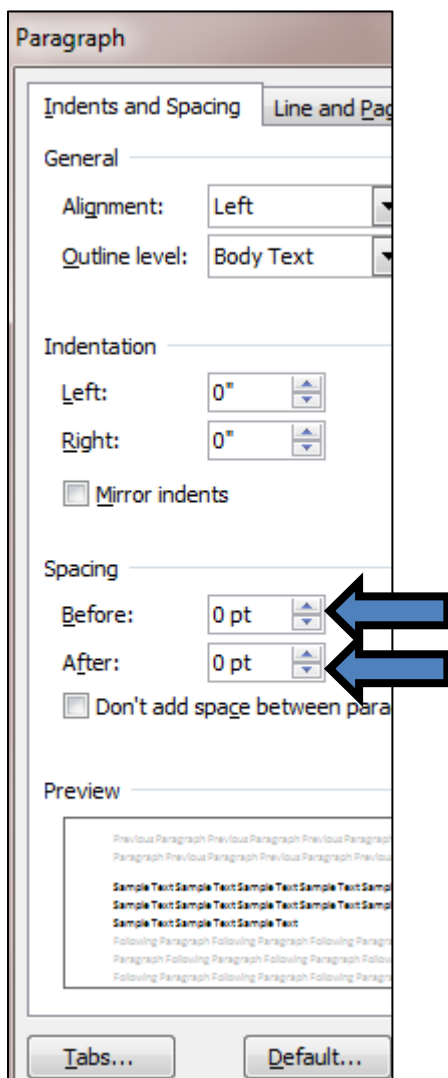


Setting Up Paragraph and Line Spacing: Before You Write Anything

Under the Home tab, click on the small box to the right side of the Paragraph box



On the right side of the pop-up box, go to Spacing, and change **Before** and **After** to 0 pt



On the left side of the pop-up box, still in Spacing, click on the drop down arrow under **Line spacing**: select **Double** and click OK

