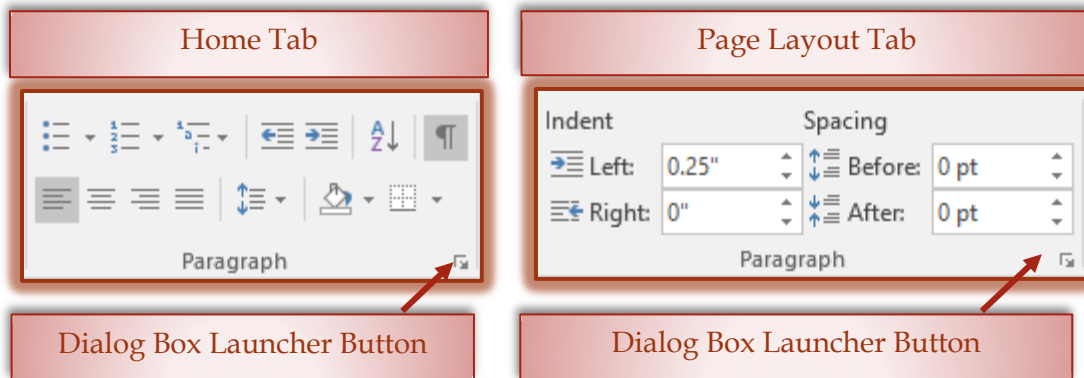


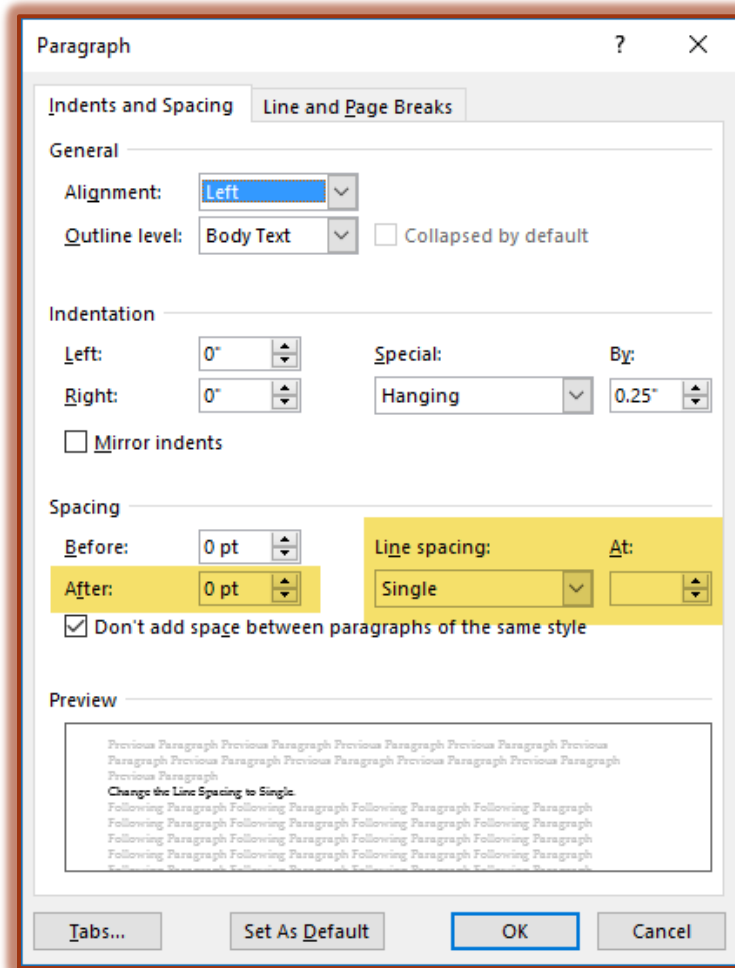
CHANGE PARAGRAPH DEFAULT SETTINGS

In some versions of Word, the paragraph spacing is set to another format than single spacing. When that happens, the user must change the default settings for the program so that future documents are changed to single spacing.

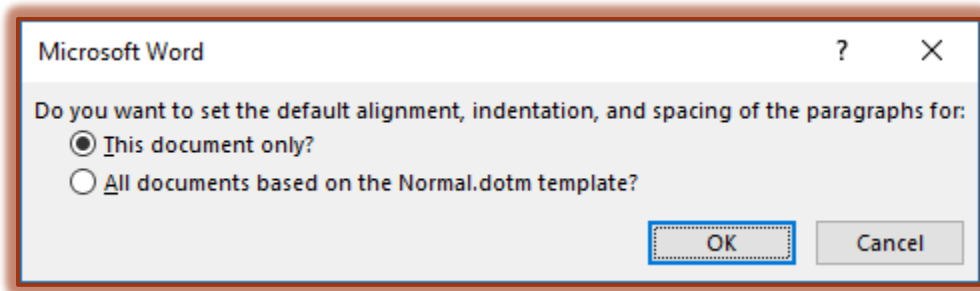
- ✦ Do one of the following:
 - ⚙ Click the **Home Tab**.
 - ⚙ Click the **Layout Tab**.
- ✦ In the **Paragraph Group**, click the **Dialog Box Launcher** button (see illustration below).



- ✦ The **Paragraph** dialog box will display (see illustration below).



- ✦ 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 **Tabs** link to make changes to the **Tabs** in the document.
- ✦ Click the **Set as Default** button to apply these changes to all future documents created in Word.
- ✦ A warning message will appear saying that changes have been made to the **Normal** template (see illustration).



- ✦ Click the **All documents based on the Normal template** option button to apply this change to all documents created in Word.
 - ⚙ The **Normal Template** is the one that is used to create all new documents.
 - ⚙ If **This document only** is selected, the changes will only affect the current document, but not future documents.