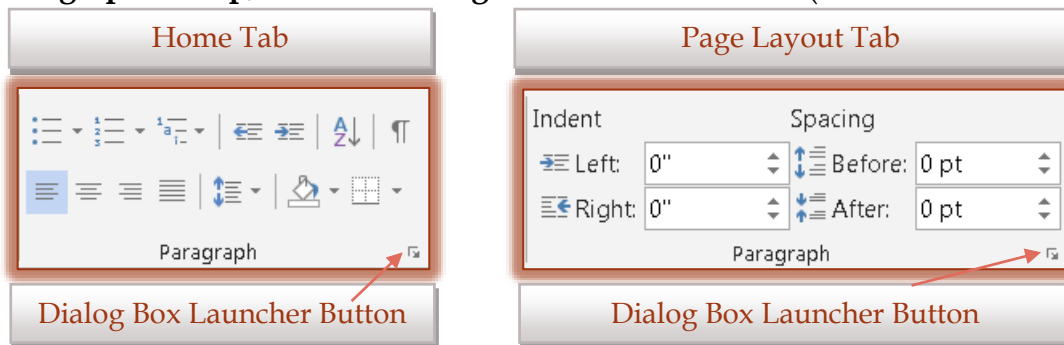


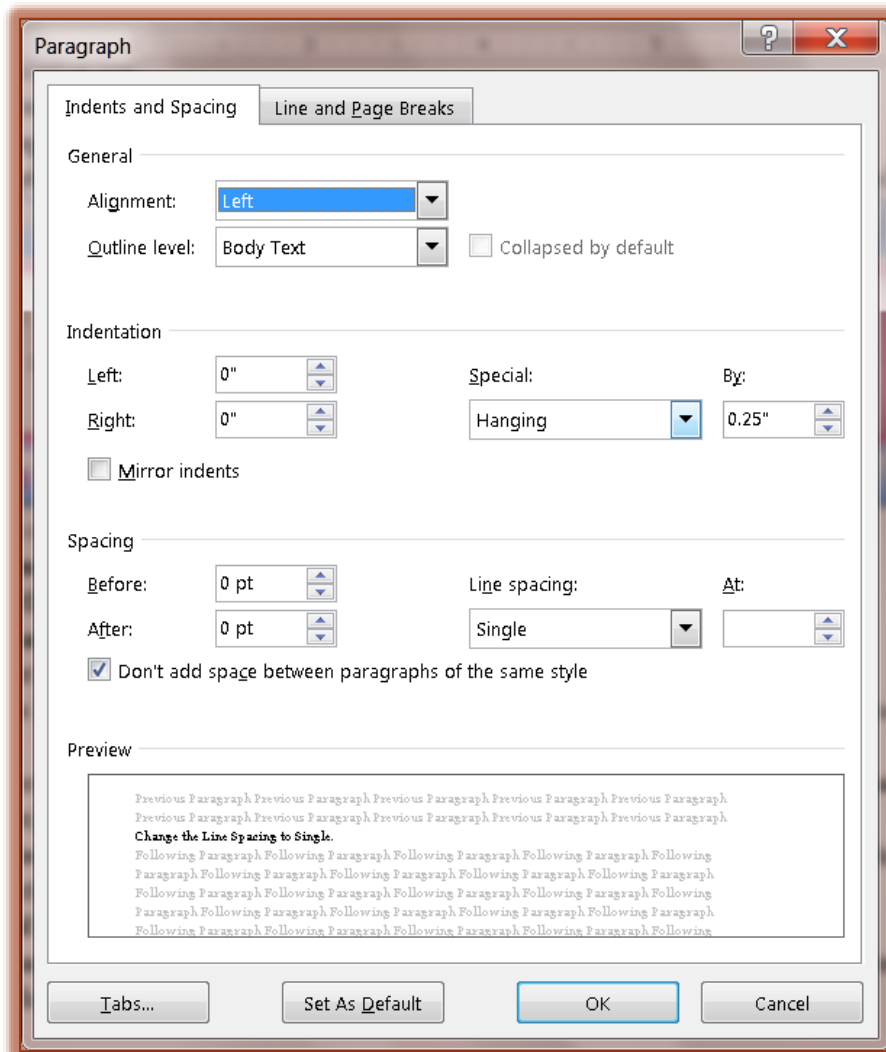
CHANGE PARAGRAPH DEFAULT SETTINGS

The default settings in Word 2013 for line spacing and Paragraph spacing cause the document to be double spaced rather than single spaced. In order to change these settings, complete the steps below.

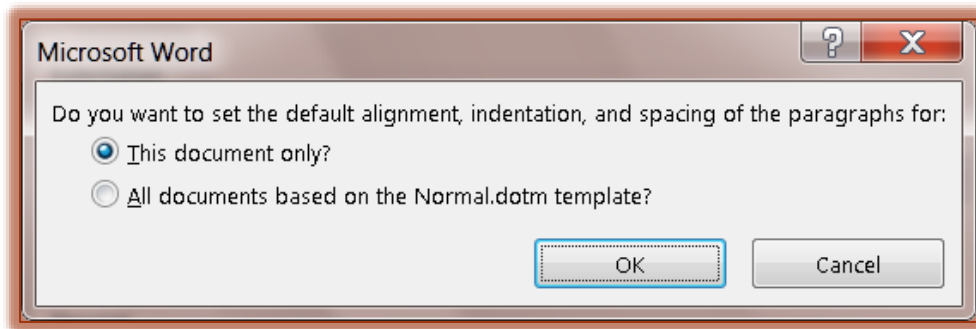
- + Do one of the following:
 - ⚙ Click the **Home Tab**.
 - ⚙ Click the **Page Layout Tab**.
- + In the **Paragraph Group**, click the **Dialog Box Launcher** button (see illustration below).



- + 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.