

## Set Double Spacing and Resetting Word Defaults

(Microsoft defaulted line spacing to “10 pts” instead of “0”.)

- Click on the “**Home**” tab.
- Locate the “*Paragraph*” section on the ribbon. Notice the arrow on the right side of the “*Paragraph*” section. Click on the **arrow**.
- A “Paragraph” box will open. Select the “*Indents and Spacing*” tab.
- Locate the “*Indentation*” section. Be sure the “*Special*” is set to “(none)”
- Locate the “*Spacing*” section. Be sure the “*Before*” and “*After*” are set to “0 pt”. Also, you can set the “*Line Spacing*” at this time to “Double”.
- If you would to set the default as this time, click on the “**Default**” button then “**Yes**” at the next prompt.

