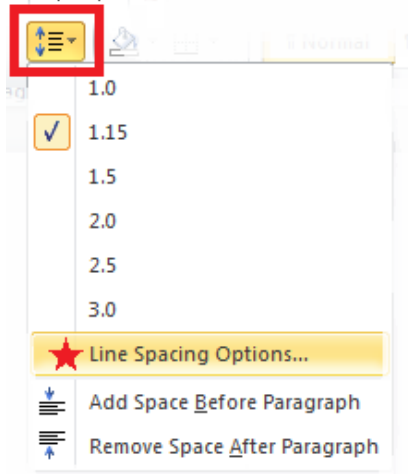


# Microsoft Office 2010: Set Line Spacing

1. Open Microsoft Office 2010: Word. In the “Home” tab click on the Line and Paragraph Spacing icon:

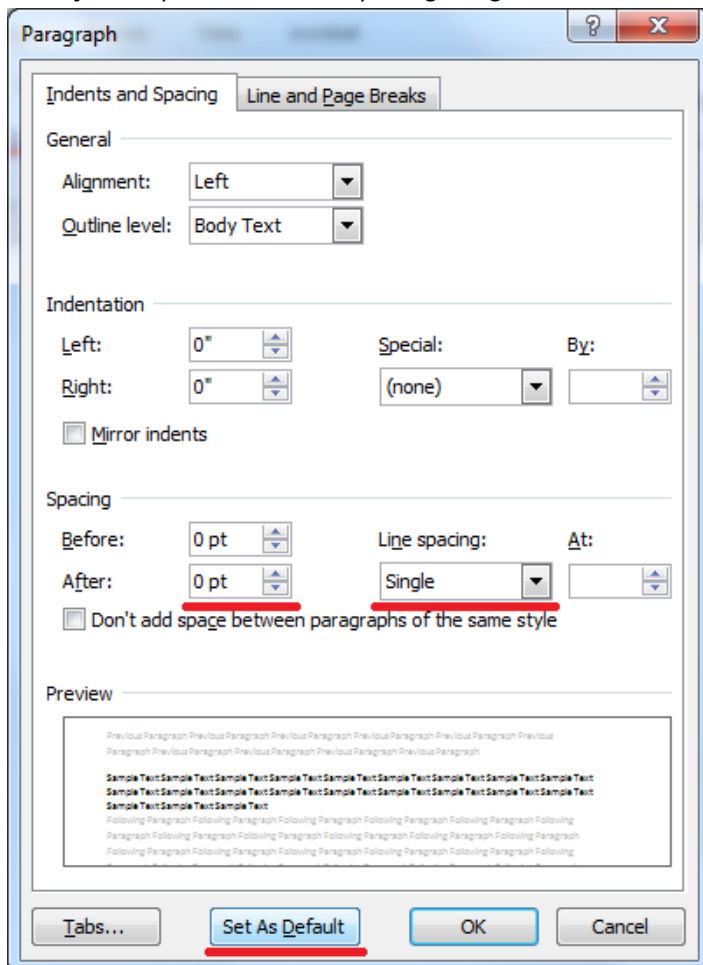


2. Choose “Line Spacing Options...”



3. In the “Indents and Spacing” tab change the following settings under the “Spacing” section:

*After: 0 pt      Line spacing: Single*



4. Click “Set As Default” and then the “OK” button to complete the settings change.