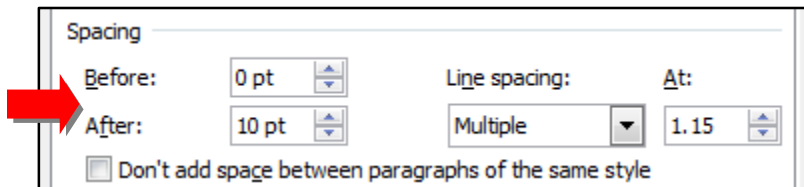


Adjusting the Default Paragraph and Line Spacing

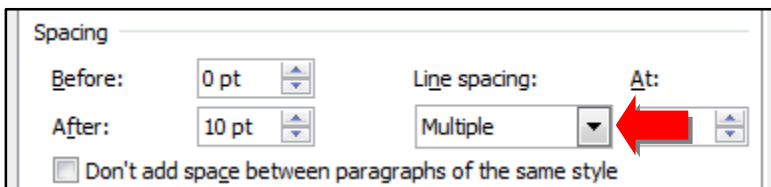
1. In the **Paragraph** section of the **Home** tab, select the arrow in the lower right corner.



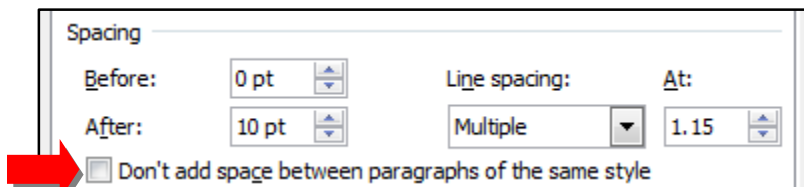
2. Under **Spacing**, adjust **Before** and/or **After** to adjust the spacing between paragraphs.



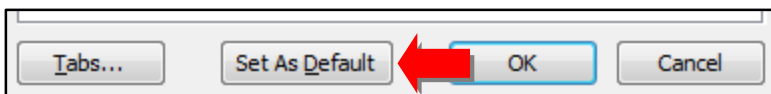
3. Under **Spacing**, adjust **Line spacing** by selecting an option from the drop-down box.



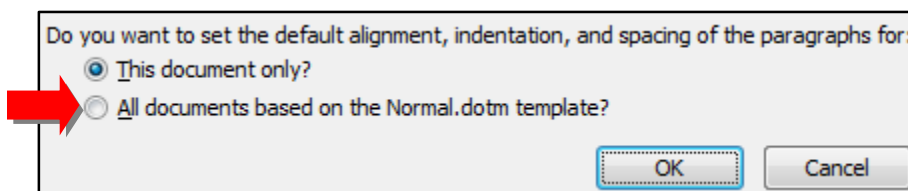
4. If you don't want extra space between paragraphs, check the box next to **Don't add space between paragraphs of the same style**.



5. Select **Save As Default**.



6. Select **All documents based on the Normal.dotm template**.



7. Select **OK**.