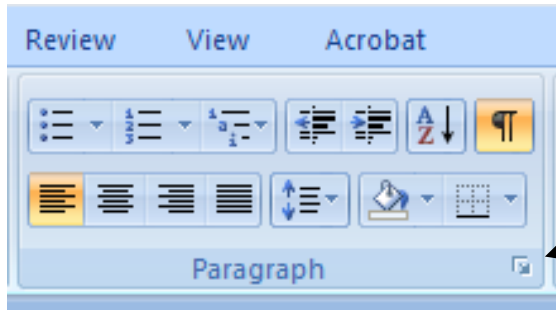
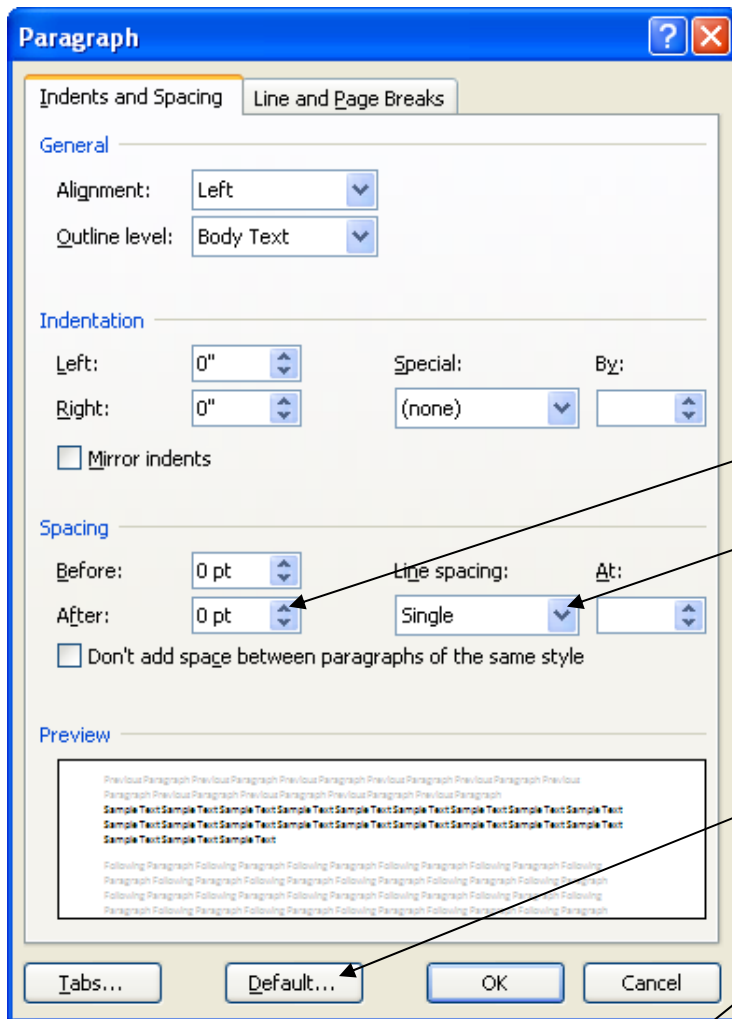


Word Tip—How to Change the Default Spacing



Click on this symbol here to open the Paragraph window



Change the Spacing After: to "0 pt"
Change the Line Spacing: to "Single"

Click **Default** button
Click **Yes** you want to change all new documents based on the NORMAL template, then **OK**

