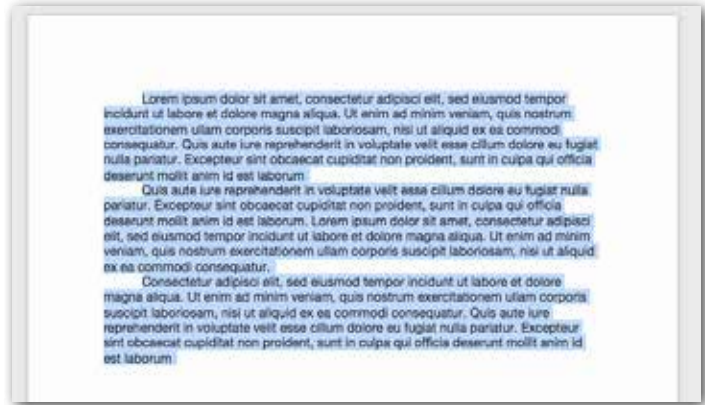


Microsoft Word

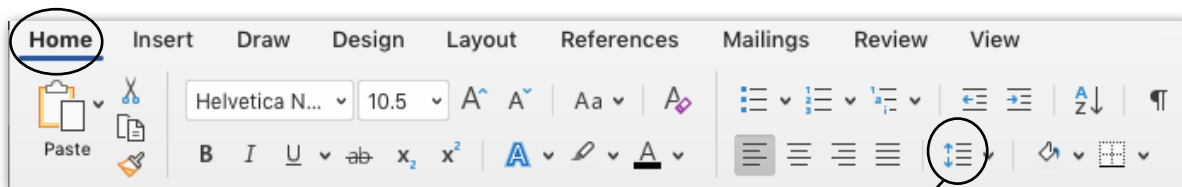
Spacing

Step One:

To change the spacing in a document select all the text you wish to change.



Step Two: In the main toolbar select Home and then the Line and Paragraph spacing button.

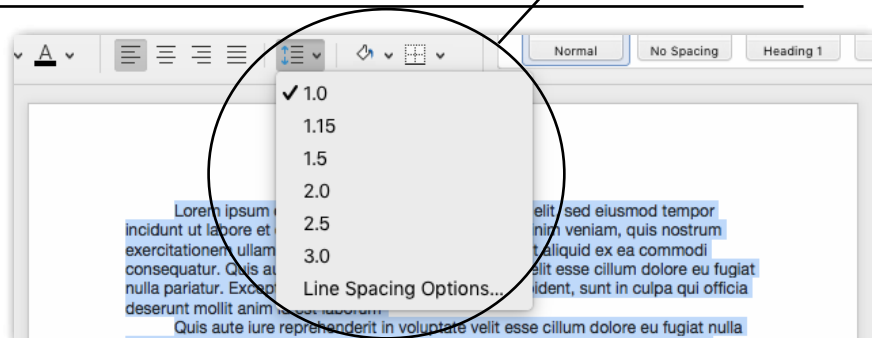


Step Three:

Select the spacing you wish to use on your document.

1.0 Single spacing

2.0 Double spacing, etc.



Additional Options:

For further options select Line Spacing options and click Ok when finished.

