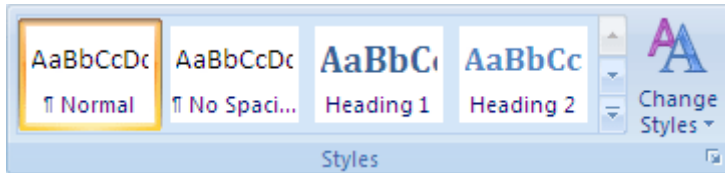


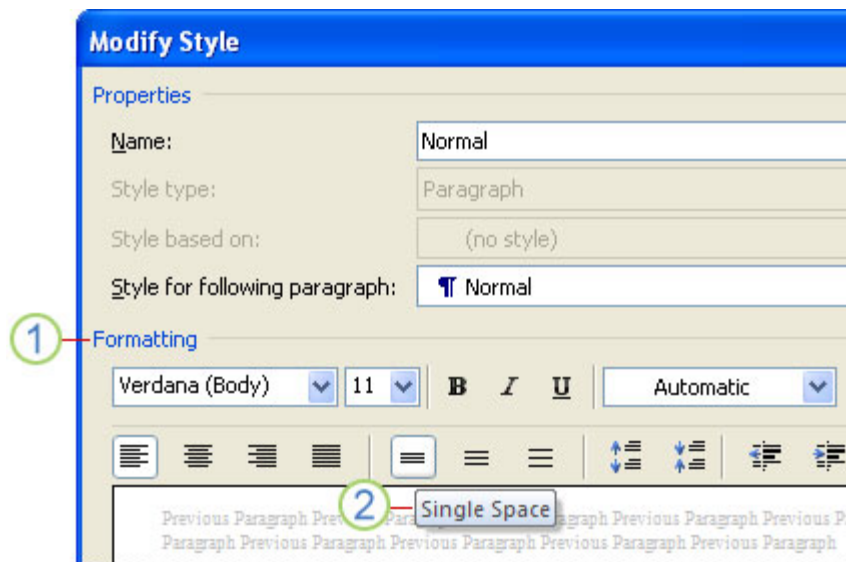
Single-space an entire Word document

Some Quick Style sets and fonts use additional spacing between paragraphs. In certain cases, for example the lines of an address, you might want single spacing between paragraphs. You must eliminate the additional paragraph spacing in a separate step.

1. On the **Home** tab, in the **Styles** group, right-click **Normal**, and then click **Modify**.



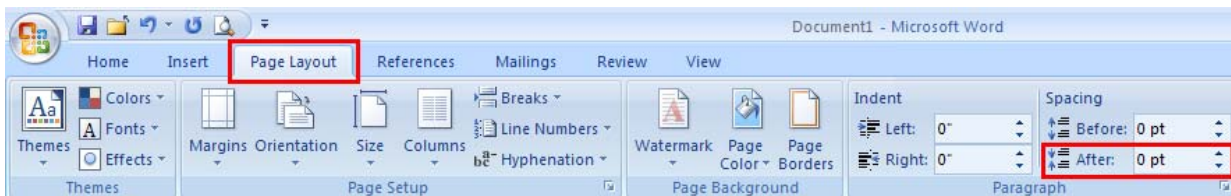
2. Under **Formatting**, click **Single Space**.



This changes formatting for the entire document to single spacing.

3. To eliminate additional spacing between paragraphs, do the following:

1. Press CTRL+A to select the entire document.
2. On the **Page Layout** tab, in the **Paragraph** group, under **Spacing**, click the arrow next to the **After** box until the value is **0 pt**.



NOTE This procedure eliminates additional spacing between paragraphs only for the current document.