
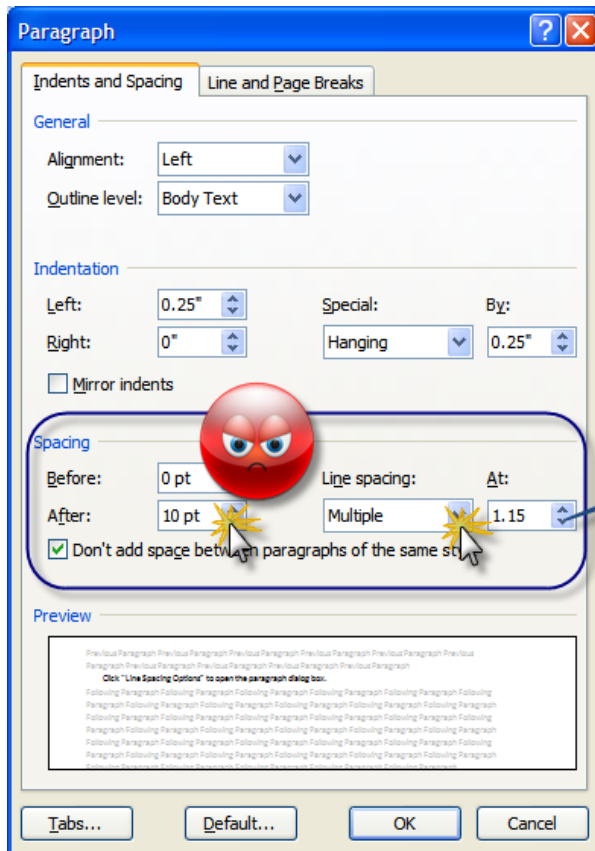


# How Do I . . . make Word '07 not add so much space between lines?

This is a quick fix that you can easily accomplish.

1. From the **Home Tab** and the **Paragraph Group**, click the **line spacing command** button .
2. Click "Line Spacing Options" to open the paragraph dialog box and find the root of the problem.



- a. Change the "Spacing After" to 0 pt. This may be done by selecting the 10 pt and typing over it, or by clicking the down arrow twice.
- b. Next change the Line Spacing from Multiple at 1.15 to Single. This may be done by clicking the Line Spacing List Arrow and selecting Single instead of Multiple. The distance should now automatically revert to 0.
- c. Click the **Default** button to change this to your new default setting.
  - i. A window will open asking if you are sure you want to change the default settings. Click **Yes**.

