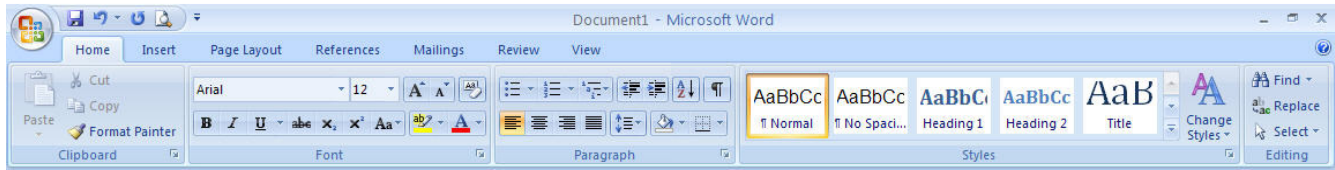
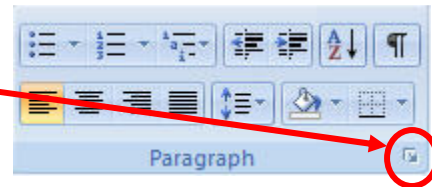


Changing the Paragraph Settings in Word 2007

1) Switch to the Home ribbon

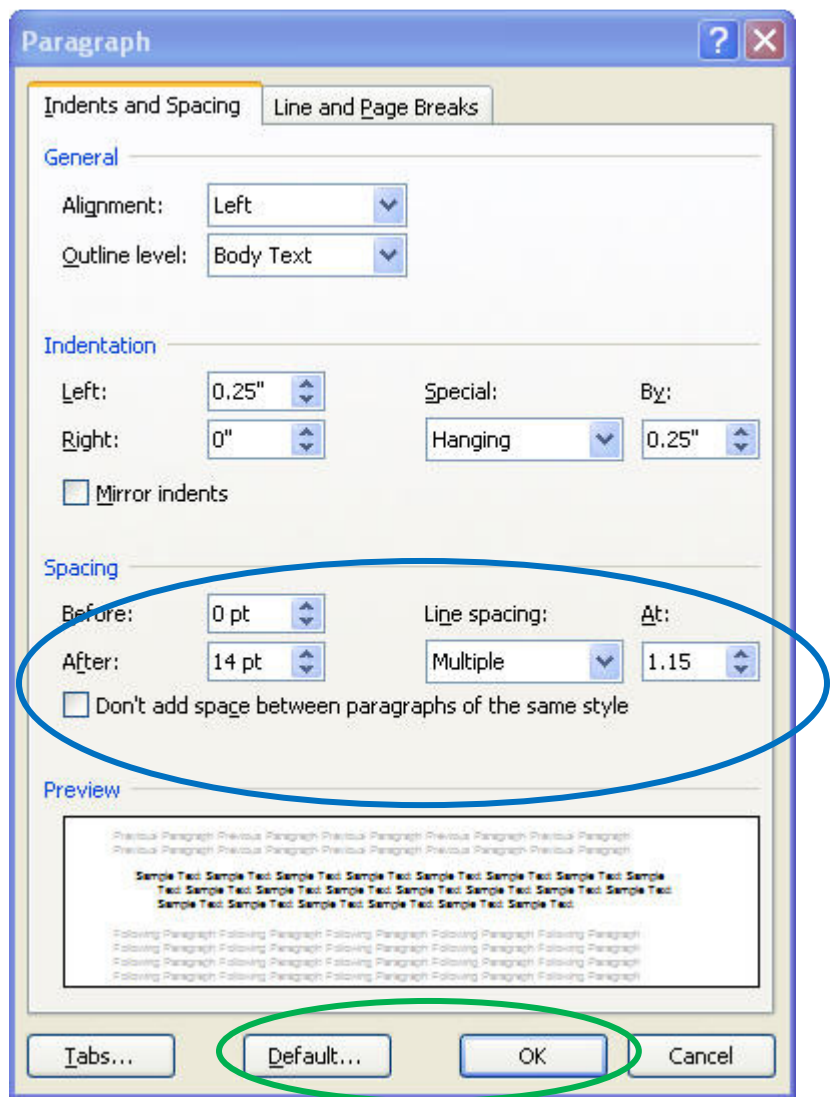


2) In the Paragraph group, click on the button to access the additional options



- 3) There are different Spacing options that can be changed:
- a. Changing the “After” spacing to zero
 - b. Changing the “Line Spacing” to single
 - c. Turn on the switch for “Don’t add space between paragraphs of the same style”

(I highly recommend making all three changes to give you the most control over when to put spacing around your paragraphs, instead of letting Word put in its own spacing.)



4) Click on OK to save your settings, or you could click on “Default” to permanently change your settings.