

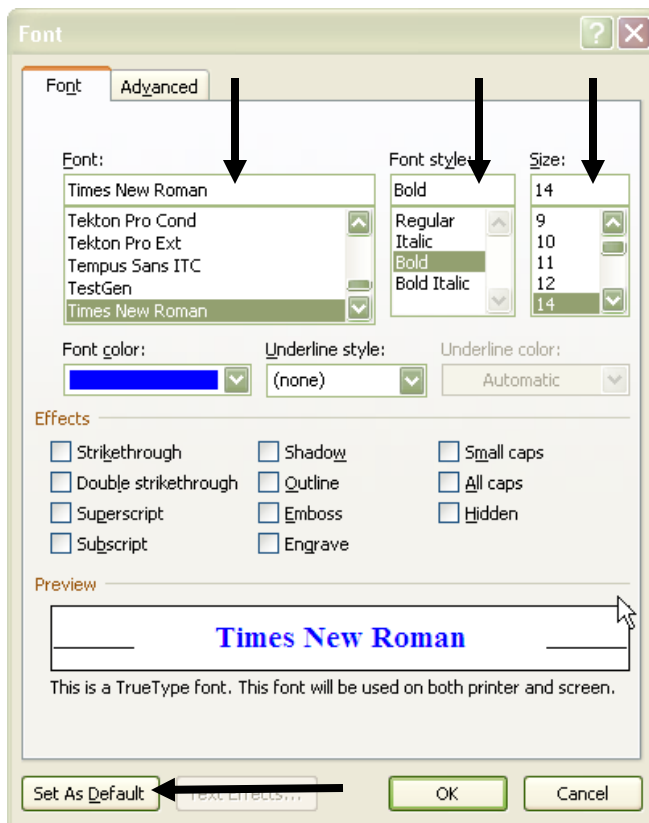
Changing Default Fonts and Line Spacing

Changing Default Fonts:

1. With the Home tab selected, on the Ribbon click on the small rectangle in the FONT box.



2. Change the Font, Font Style, and Size.



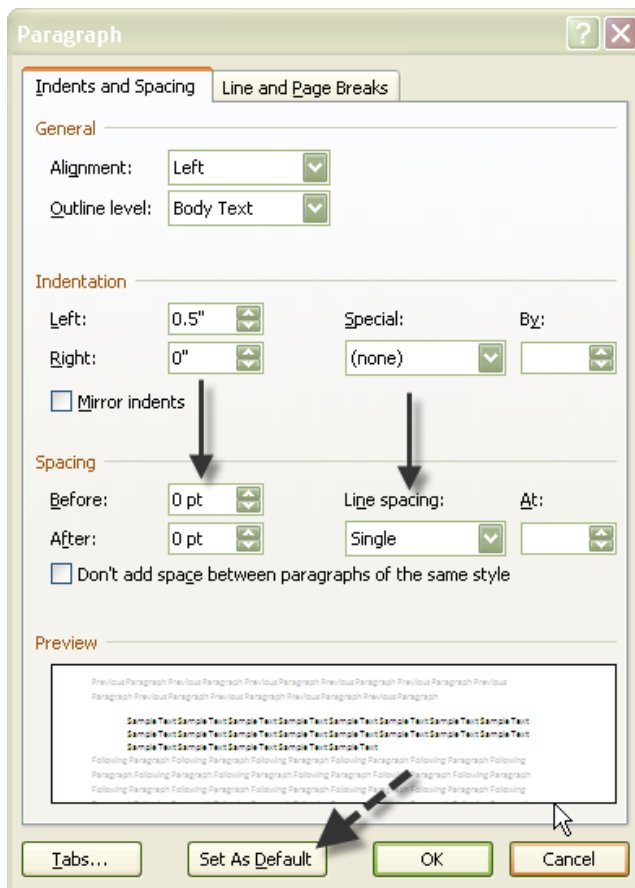
3. Click the SET AS DEFAULT button. This will save the changes to all future documents.

Changing Line Spacing:

1. On the Ribbon click on the small rectangle in the PARAGRAPH box.



2. Change the **Before** and **After** spacing to *zero*.



3. Change **Line Spacing** to *single*.
4. Change **At:** to *blank*.
5. Click the DEFAULT button. This will save the changes to all future documents.