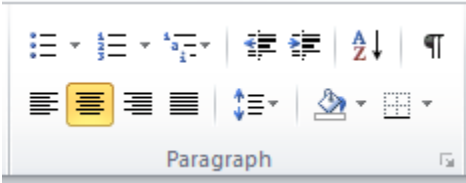
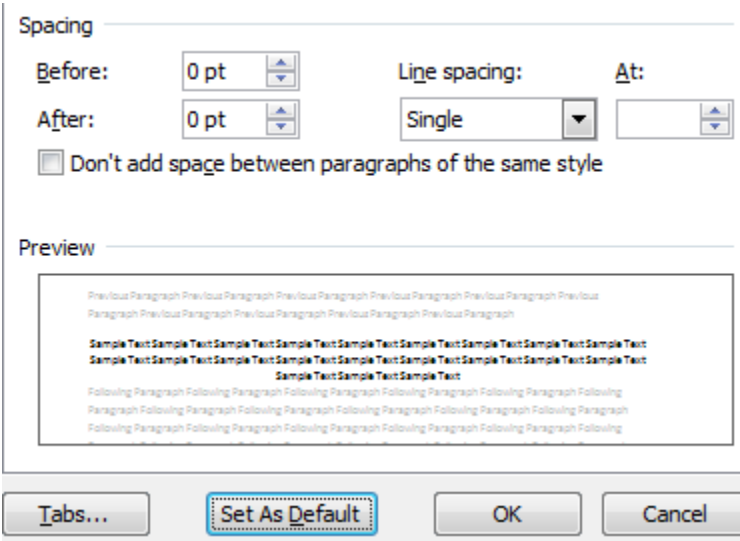


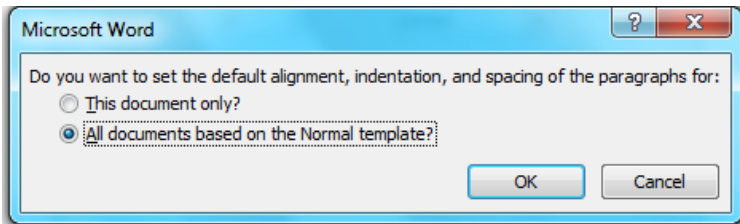
## How to Set Spacing in Word



In Word, make sure you are on the HOME tab. Look for the Paragraph section, and click the small box in the lower right corner.

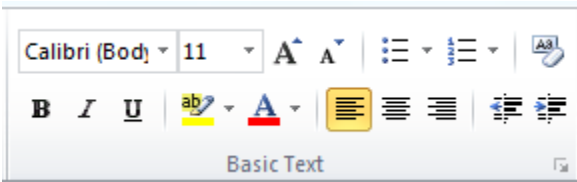


Make sure the following are set:  
Before: 0 pt  
After: 0 pt  
Line Spacing: Single  
Then click on "Set as Default" at the bottom

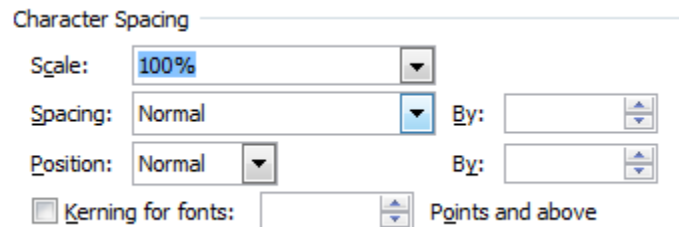


Select "All documents based on the Normal template"

## How to Set Spacing in Outlook



In Outlook, open a new message. Make sure you are on the MESSAGE tab. Look for the Basic Text section, and click the small box in the lower right



Make sure your settings match.