

Removing Extra Spacing

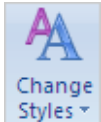
When you are working in Microsoft Office Word 2007 / 2010 or are viewing a document that was created in one of them, you may notice extra spacing. The reason is that the default spacing in Microsoft Office Word 2007 / 2010 is set with 1.15 between lines and a blank line between paragraphs. The default spacing in Office Word 2003 documents is 1.0 between lines and no blank line between paragraphs.



1. 1.0 line spacing and no space between paragraphs
2. 1.15 line spacing and a blank line between paragraphs

You can set your default in Microsoft Office Word 2007 / 2010 to remove the extra spacing for all new documents.

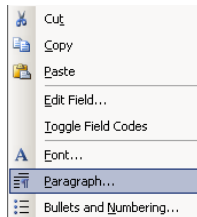
1. On the **Home** tab, in the **Styles** group, click **Change Styles**.



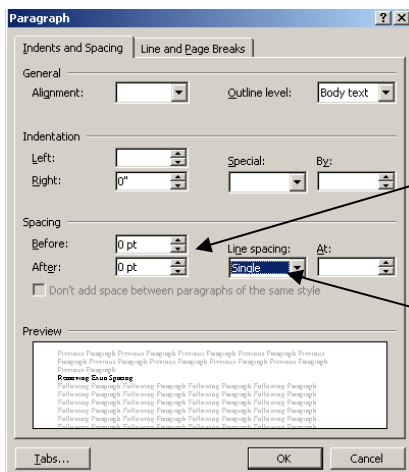
2. Point to **Style Set**, and click **Word 2003**.
3. In the **Styles** group, click **Change Styles**, and then click **Set as Default**.

You can remove the extra spacing when viewing a document created in Microsoft Office Word 2007 / 2010.

1. Left click your mouse anywhere in the document, then press **Ctrl A** (selecting the entire document).
2. Right click and choose **Paragraph**.



3. In the Paragraph window,



change the **Before** and **After** Spacing to both read **0 pt**

change the **Line Spacing** to **Single**