Setting Default Line Spacing

1. Click the **Paragraph** dialog box to set the default spacing for your entire paper.
2. Change **Line Spacing** to **Double**.
3. Put a check mark next to **Don’t add space between paragraphs**.

See Page 2
4. Select the **Line and Page Breaks** Tab.

5. Make sure the **Widow/Orphan control** option is UNCHECKED.

6. Click the **Set As Default** button.

7. Pick one of the two options listed, and hit **"OK"**.