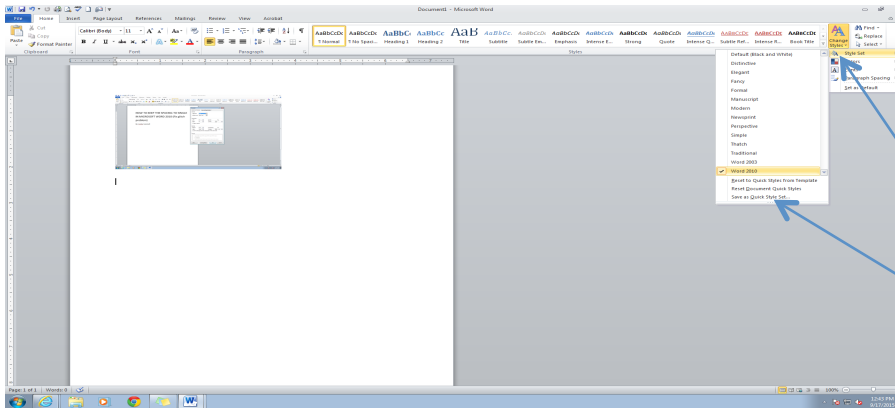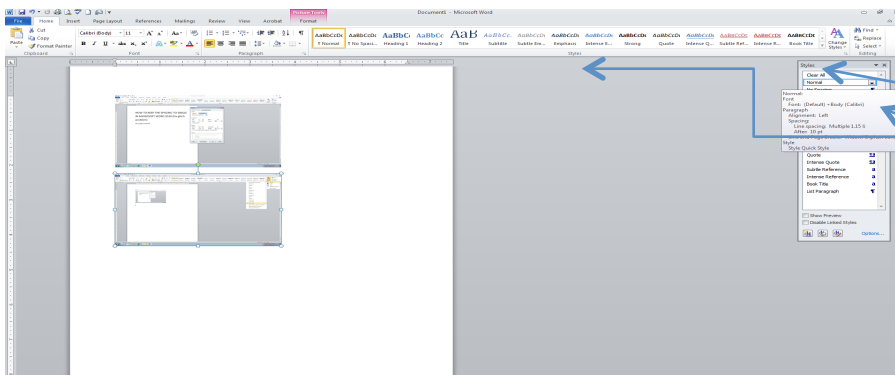**Here is the standard setting for spacing in Microsoft 2010:**

Spacing after: 10 pt.
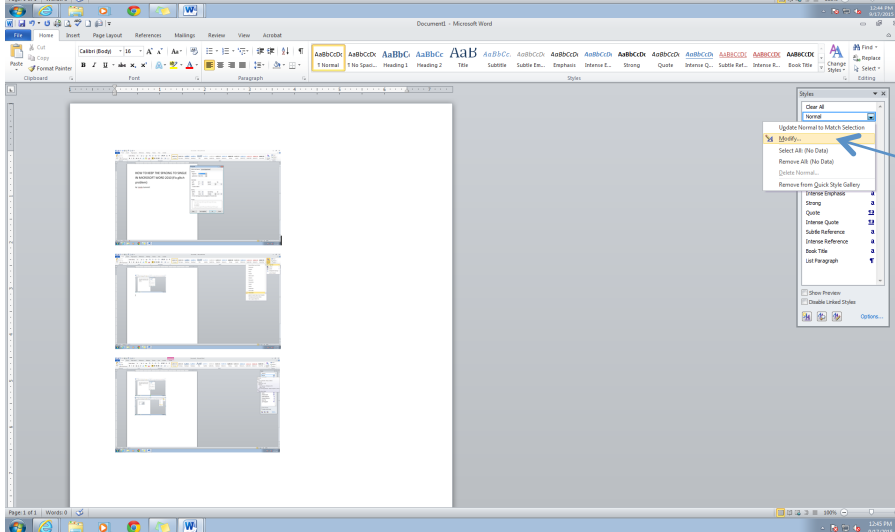Line Spacing: multiple lines 1.15.

To set and **KEEP** Line Spacing to
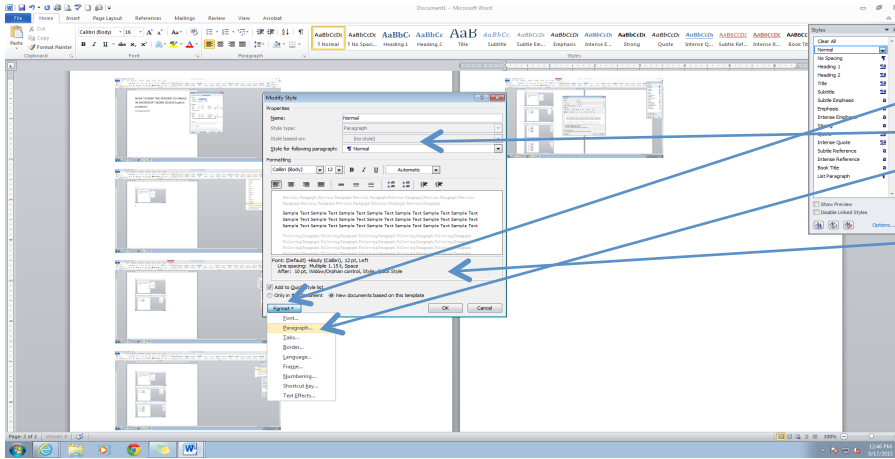**Single Spaced** and **Spacing After to 0**,
do the following steps:

Go to **Home Tab**
Click **Change Styles**
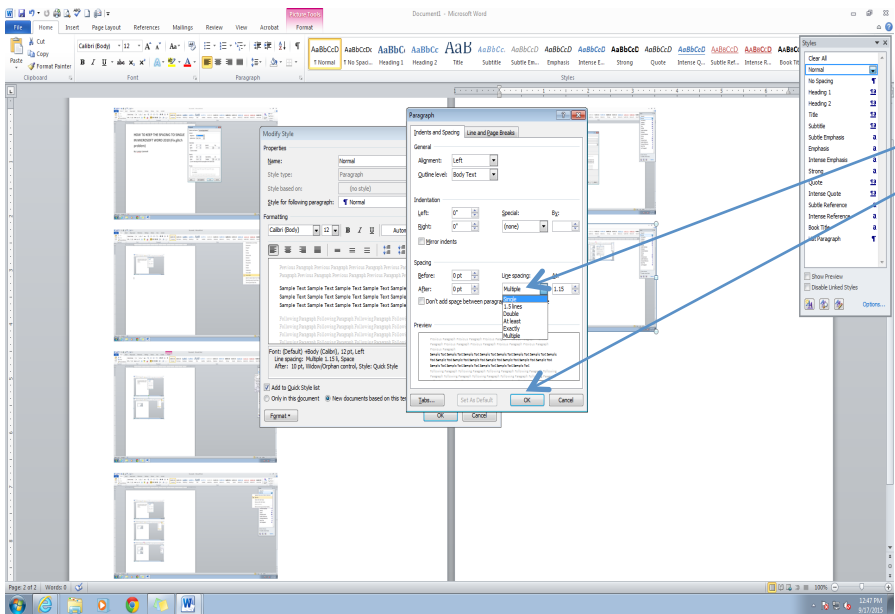Select **Style Set** and
Select **Word 2010**.

Click in the **Styles Group**
Click the **drop-down arrow** in the bottom right-hand corner to open a box that lists all the styles.
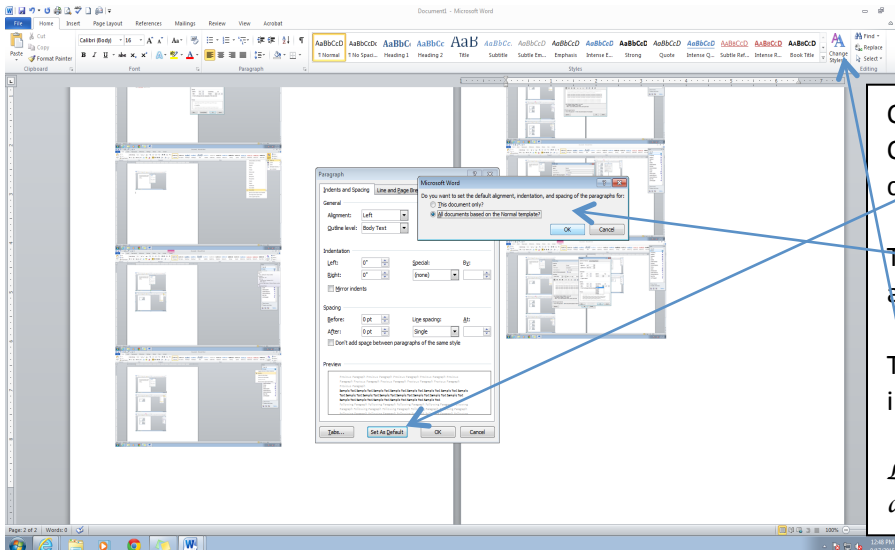

On the **Normal style**, Click the Paragraph Mark for a **drop-down arrow** Click **Modify**.

In the bottom-left hand corner
Click on **Format** and then
Click **Paragraph**.

Change the **Spacing After** to 0 pt. and
Line Spacing to Single then
Click **OK**.

Click on **Set as Default** (A pop-up box will appear.)
Click **New documents based on this template** and
click **OK**.

Then finally go back to **Change Styles** drop down
and Select **Set as Default**.

The single spacing setting should stay when you log
in, shut down, or restart the computer.

*Londa Gammell, WCSCC Adult Medical, Billing
and Coding student, 9/17/2015*