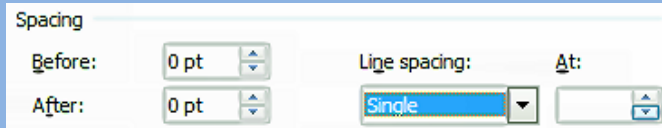


REMOVE AUTOMATIC DOUBLE SPACING – Word

By Shannon Sharpton and Grace McMillan

1. Highlight the paragraph you wish to change.
2. RIGHT click and select “Format > Paragraph.”
3. Make sure that the “Before” and “After” spacing settings are BOTH set at “0 pt” (not blank or “auto”).
4. Click “OK”.



(Oh, by the way, learn how to make [screenshots](#)).

5. If steps 1 through 4 fail and the double space or formatting WILL NOT do what you want (in an envelope address, for instance), select all the words of your document or address and copy (Ctrl C) and paste (Ctrl V) into Notepad (Start > All Programs > Accessories > Notepad). Notepad is a text editor that eliminates all text formatting and hidden codes.
6. Now that your formatting has been removed (because Notepad automatically removed it), copy and paste the unformatted text from Notepad into a new Word document and format as desired. Save over your original document to avoid confusion.