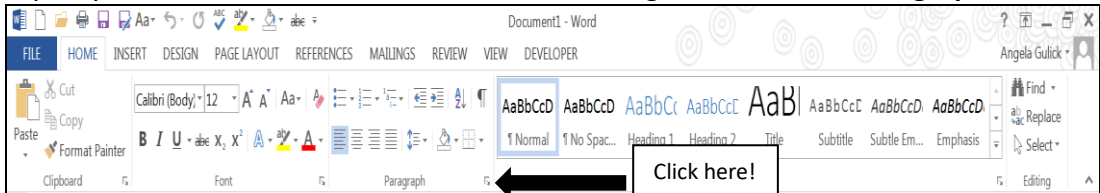


## Setting up a Paper Using Microsoft Word 365

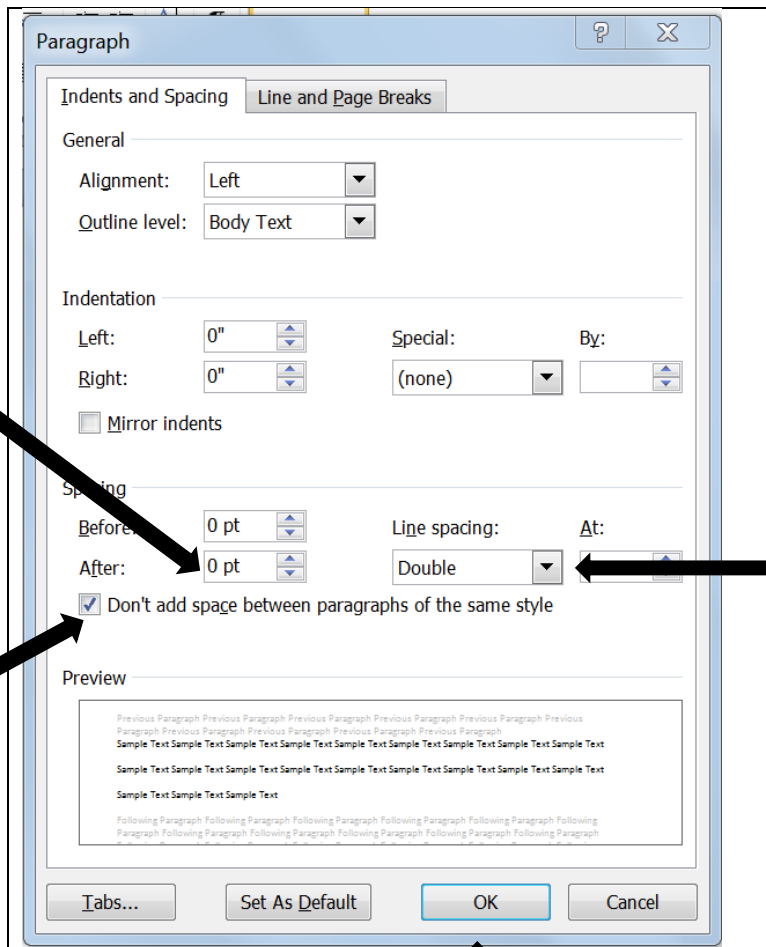
Handout courtesy of Sue Jones, Academic Development Center

Most things, like margins, are fine the way they are. Spacing needs to be set up for academic work, though. With the **HOME** tab and the toolbar below showing at the top of your screen, click on the small box to the right of the word **Paragraph**.



Under **Spacing**, change the **After:** number to **0 pt**. Click on the blue arrow pointing down.

Select the **Don't add space between the paragraphs of the same style** box



Under **Line spacing**, change it to **Double**.

Click the **OK** button at the bottom of the box.