

Indents and Spacing

Line and Page Breaks

General

Alignment: Left ▼

Outline level: Body Text ▼

☐ Collapsed by default

Indentation

Left: 0" ▼

Special: By:

Right: 0" ▼

(none) ▼

▼

☐ Mirror indents

Spacing

Before: 0 pt ▼

Line spacing: At:

After: 8 pt ▼

▼

☐ Don't add space between paragraphs

Double ▼

Single
1.5 lines
Double
At least
Exactly
Multiple

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Save time in Word with new buttons that show up where you need them. To change the way a picture

fits in your document, click it and a button for layout options appears next to it. When you work on a

Tabs...

Set As Default

OK

Cancel