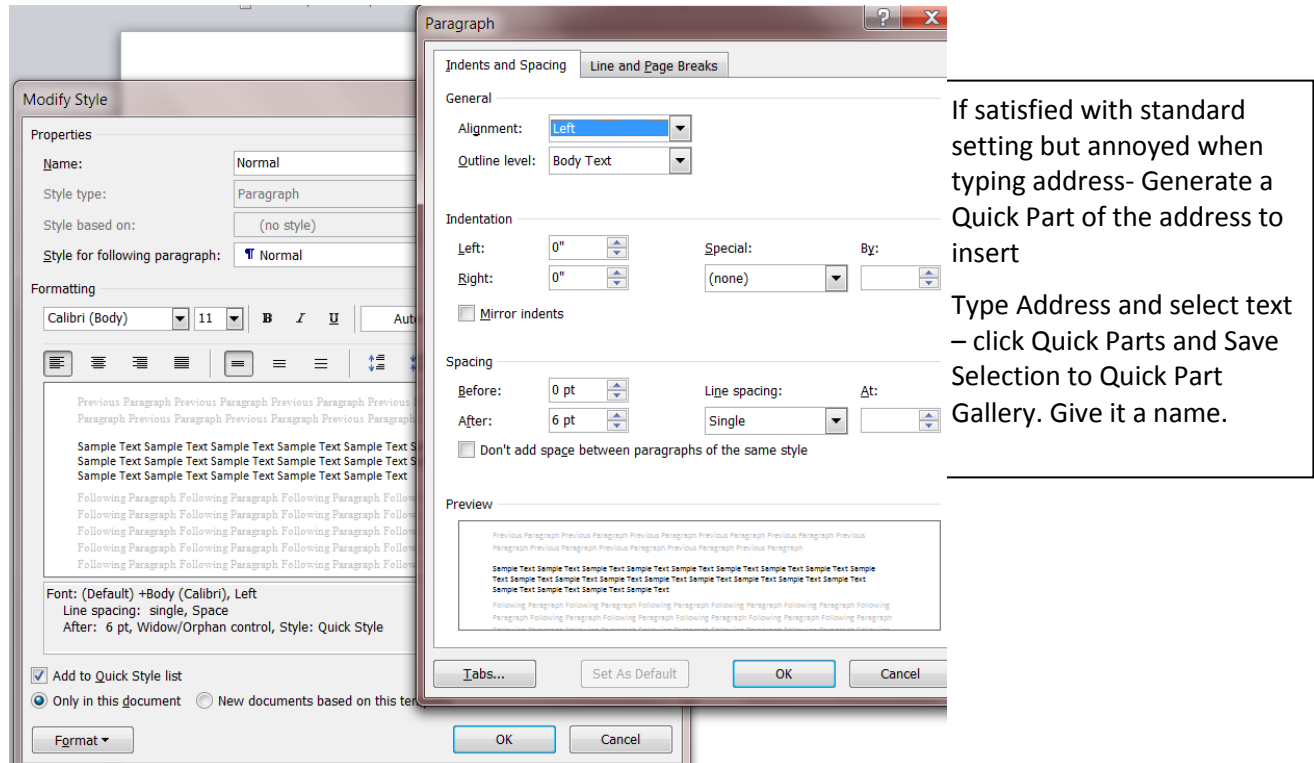


Removing those annoying line spacing and paragraph spacing

Several Options:

Option one: Modify the Normal Style:

Right click the normal style icon in the Styles Group of the Home Tab. Click Modify



If satisfied with standard setting but annoyed when typing address- Generate a Quick Part of the address to insert

Type Address and select text – click Quick Parts and Save Selection to Quick Part Gallery. Give it a name.

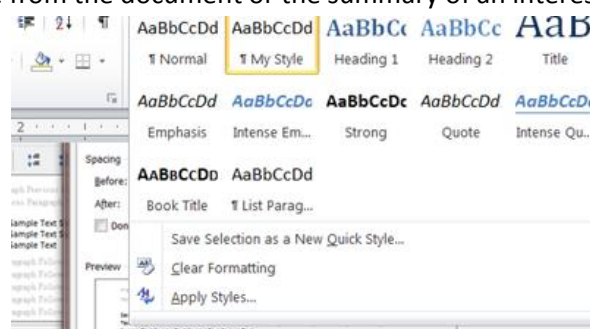
Click “format” to select the area to modify, such as Paragraph, Font, etc.

Make the desired modifications. Select “New documents based on this template” save your changes.

Option two: Create your own Style:

Type your document with the formatting you like (type text, format using the home tab and appropriate command from Font and Paragraph groups.

Select the entire document. [Type a quote from the document or the summary of an interesting point.



You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

Expand the style group and select "Save Selection as a New Quick Style"
In the Name window, type a name. Click OK. Your new style is now in the Style Gallery.