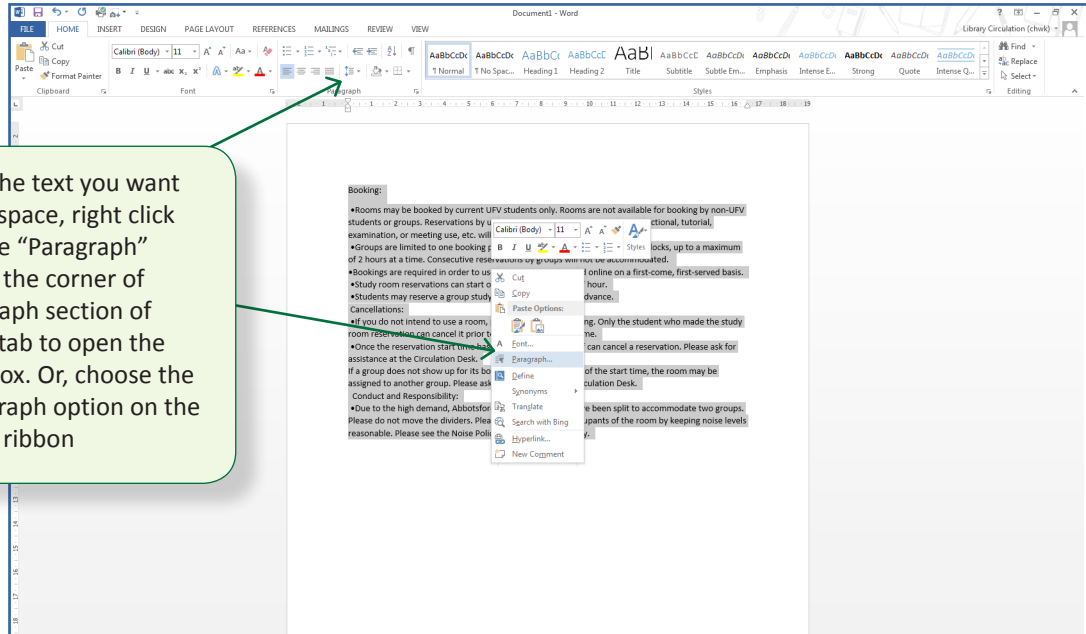


## How do I... double space?

- 1 Highlight the text you want to double space, right click and choose "Paragraph" or click on the corner of the paragraph section of the home tab to open the dialogue box. Or, choose the line/paragraph option on the paragraph ribbon



- 2 Choose "Double" under line spacing

