1. On the Home tab ribbon bar in the Styles section; right click on the **Normal Style**

2. Choose **Modify**

3. In the lower left hand corner of the Modify Styles Dialog Box; click **Format**

4. Choose **Paragraph**
5. In the Spacing section of the Paragraph Dialog Box; change line spacing to **Single** and After to **0 pt**

6. Click **OK** to close the Paragraph Dialog Box and at the bottom of the Modify Styles Dialog Box check **New Documents based on this template** and then click **OK**.