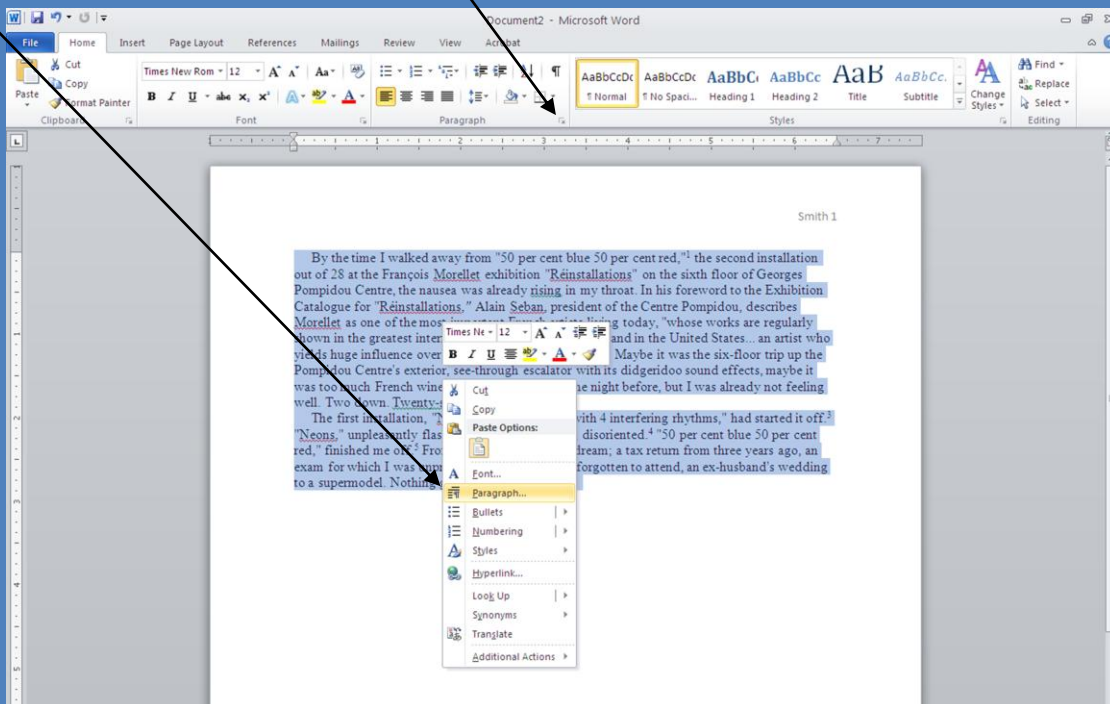


How do I... double space?

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



Choose "double" under line spacing

