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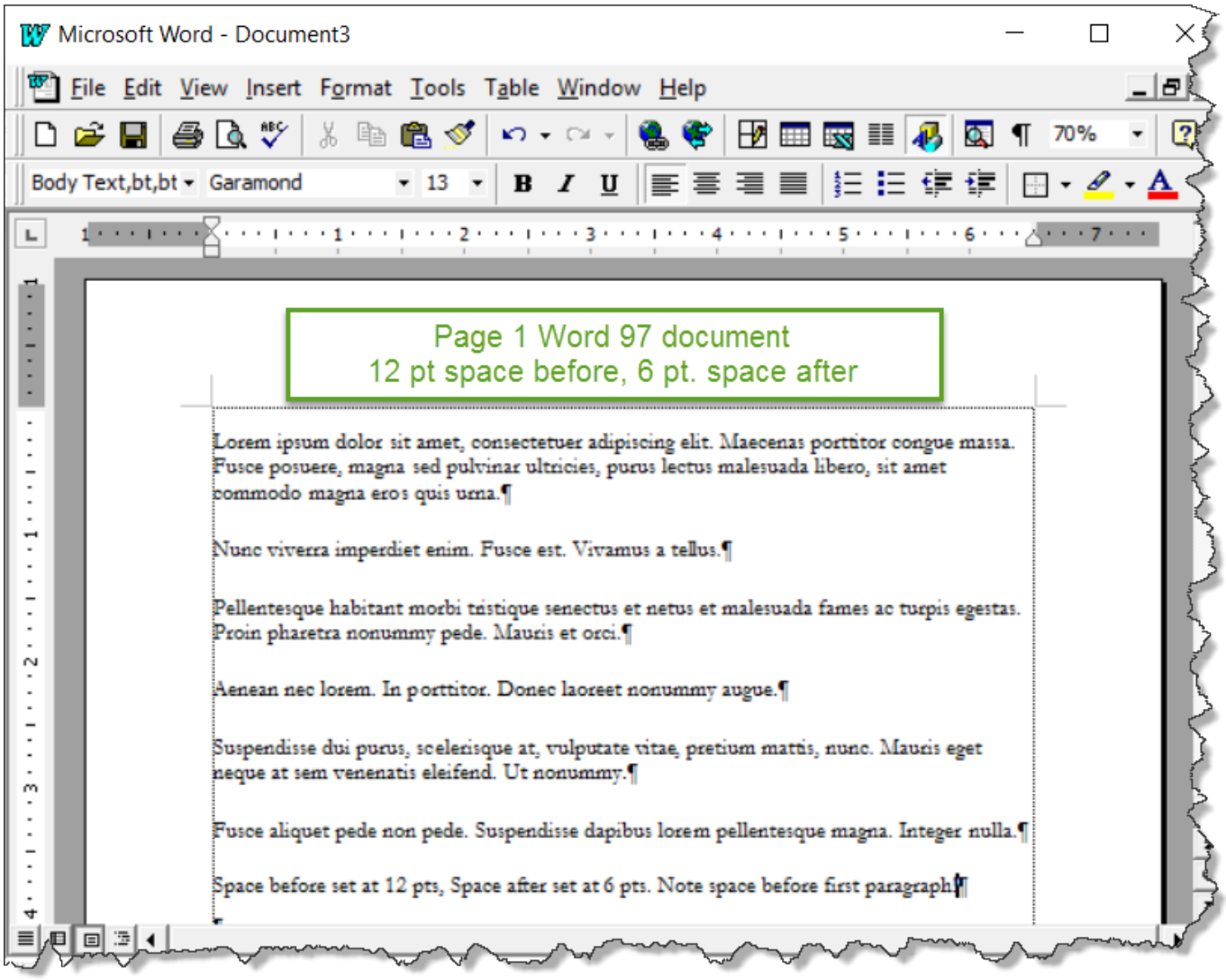
[How To Make A Word For Mac Doc Double Spaced]



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There used to be an old typographical convention that it’s proper to use two spaces after a sentence.. Changing to MLA Style (Windows) • The default margins in my test run were fine, but if you need to change them: Page Layout -> Margins -> Normal (1-inch all around) • The default line height is too low.

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2. how do you make word double spaced
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25 inch left and right margins, 1 inch top and bottom • 1 0 line height • no extra spacing after paragraphs • Cambria 12-point typeface Changing to MLA style (Mac) • In my test run, the left and right margins are too big.. Home -> Font Face Selector (change to Times New Roman) Home -> Font Size Selector (change to 12) 1.. This document will show you how to format an essay in MLA style 0 2) If, instead of questions about putting the final formatting touches on your essay, you have questions about what to write, see instead my handouts on,,.. Launch the Replace function (which in Word 2010 is Ctrl-H) Click to place your cursor in the Find what field, then press the Space bar twice.

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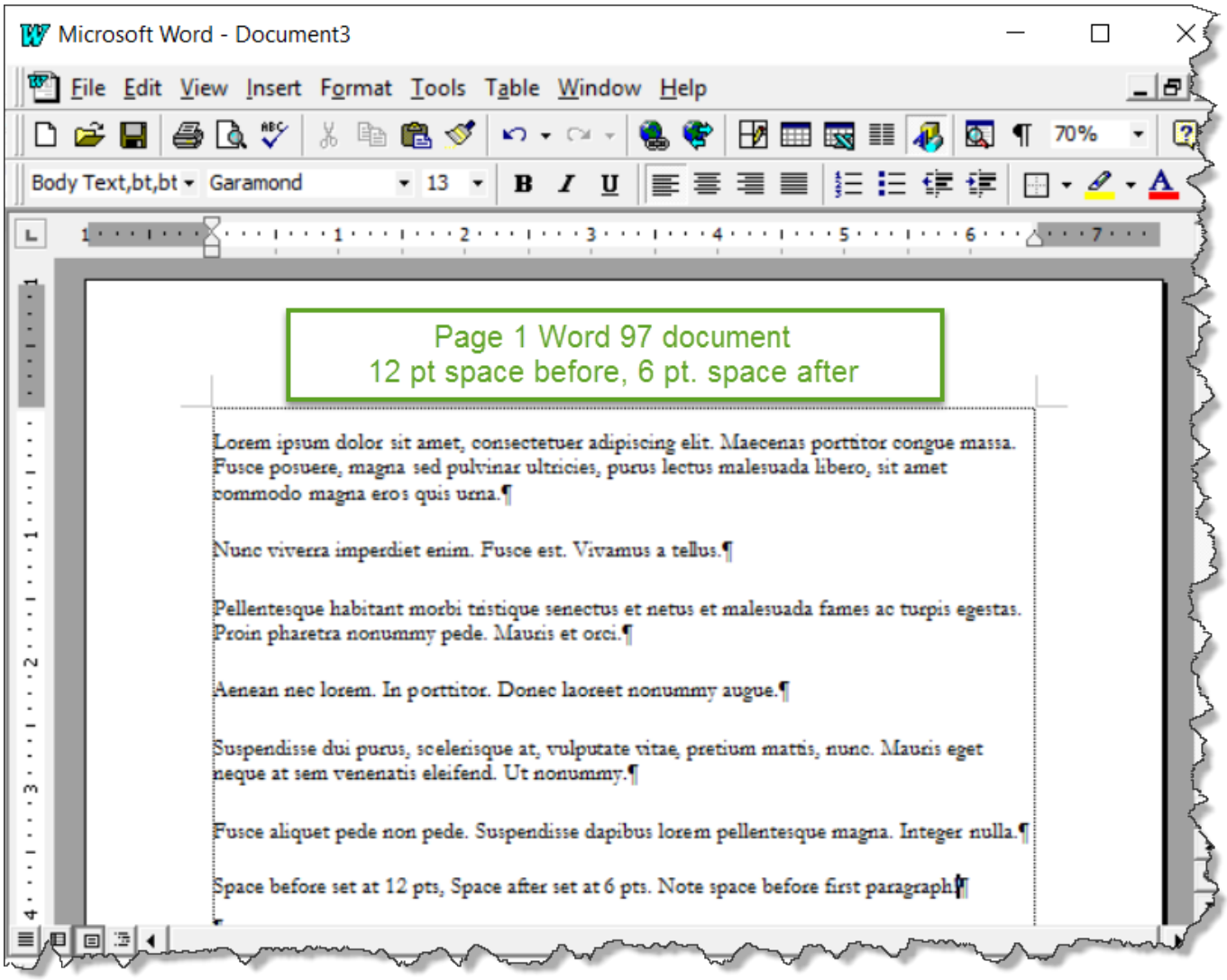
In the “When correcting spelling and grammar in Word” section, click the “Settings” button to the right of the “Writing Style” drop-down list.. To have the grammar checker flag single-spaced sentences, click the “File” tab.. Word will now flag each occurrence of a single space after a period, whether it be at the end of a sentence or elsewhere.. Change it to 2 0 Home -> Line Spacing -> 2 0 • My Mac copy of MS-Word does not add extra spaces after paragraphs.



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Outlook 2011 for mac stop automatic download On the “Word Options” dialog box, click “Proofing” in the list of items on the left.. However, you should replace each occurrence as you go, rather than replacing them all at once.. There used to be an old typographical convention that it’s proper to use two spaces after a sentence.. 2 Adjusting Document Settings in MS-Word (Mac) My copy of Microsoft Word for Mac defaults to • 1.

how to make a word document double spaced

If you want to fix occurrences of a single space between sentences, you can use the “Find and Replace” feature to search for a period followed by a single space and replace it with a period followed by two spaces.. Click “OK” to accept the change and close the dialog box Click “OK” on the “Word Options” dialog box to close it.. By default, Word documents are single-spaced, so we should find out a fast way to double space the text.. Formatting a document with the many tools offered in Word 2011 for Mac is a piece of cake.. In the “When correcting spelling and grammar in Word” section, click the “Settings” button to the right of the “Writing Style” drop-down list.. • On the Home tab, click the Line and Paragraph Spacing button • Choose 2 0 to select double spacing for the paragraphs you selected.. Adjusting the space between lines > > > [llll MLA Format] 0.

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