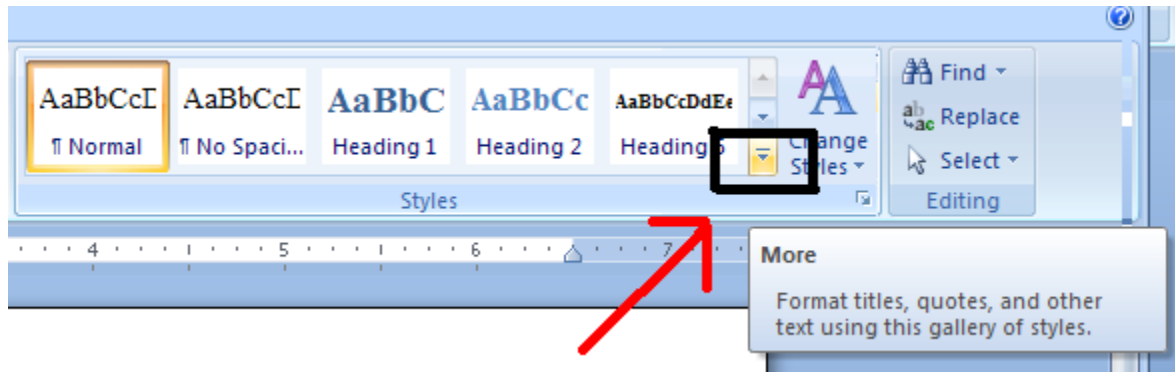
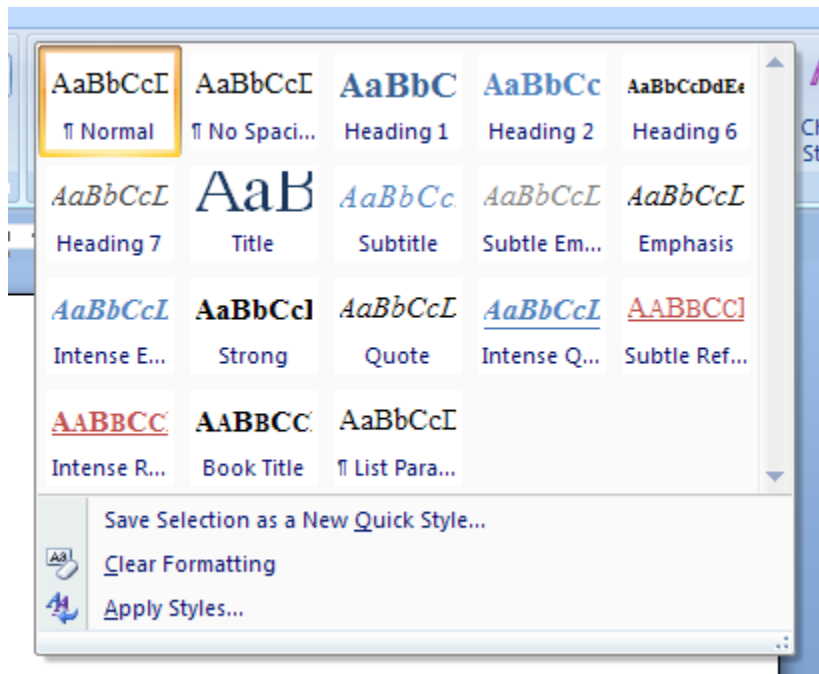


1. After opening the document, click on the second down arrow.



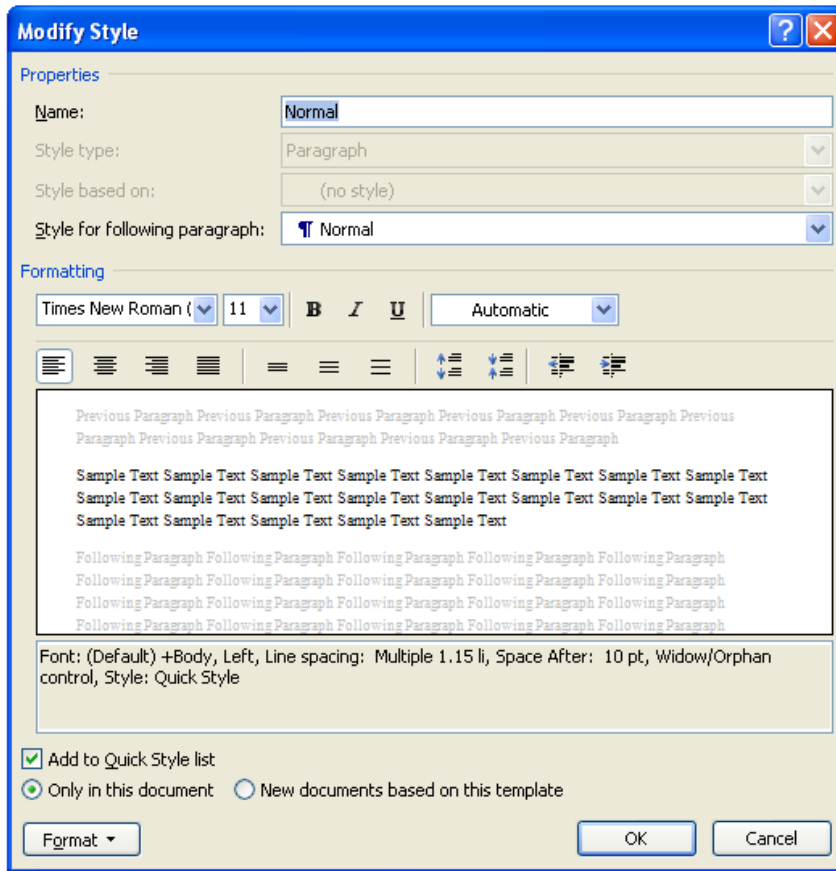
2. Click on "Apply Styles."



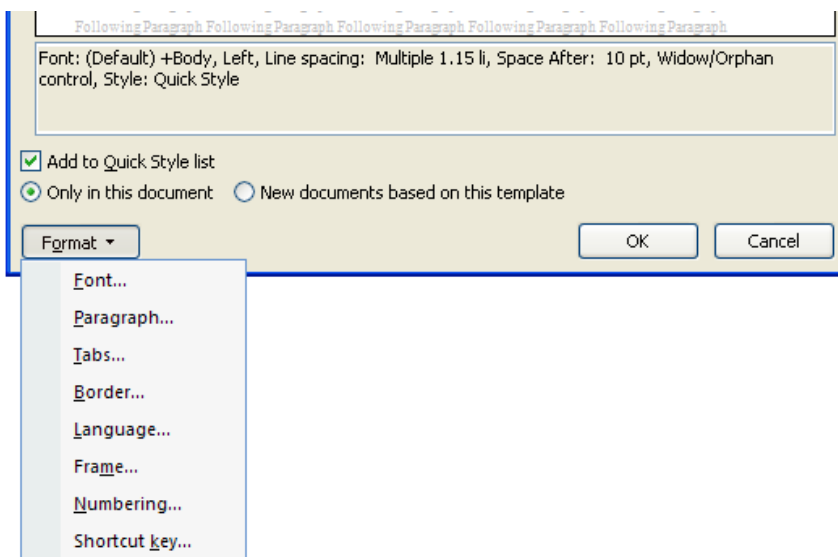
3. A little box pops up. Click on "Modify."



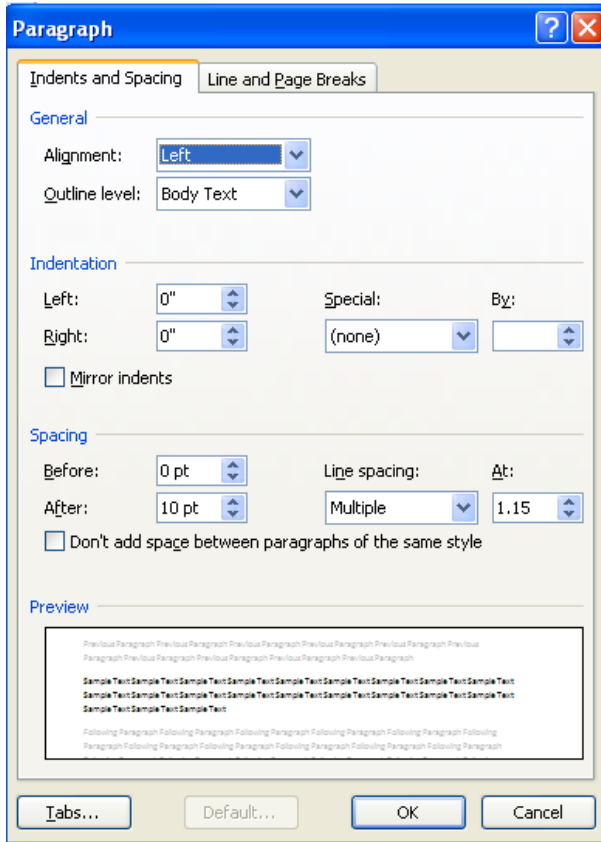
4. Make sure the font type is “Times New Roman” and the font size is 12 pt. Change “Only in the document” to “New document based on this template” found at the bottom of the box.



5. Click “Format” at the bottom of the box.



- Change all of the sizes to 0 pt in “Spacing.” Change the line spacing to “Double.” Click OK when finished.



- Click OK on the original box (found in Step 4). The default for the document is now changed. Feel free to rename the “Normal” Style, which is the first option, to demonstrate the new defaults.