



Microsoft WORD 2010 will automatically insert an extra line between paragraphs and headings when you hit the <enter> key. This means sections of your document will be more than double spaced.... an APA format violation.

To prevent this from happening, you can change the default. I think you'll need to do this for each new document you create. Drat!

Just do what I have done in the upper right corner of your document.

READ THIS

Built-In

- No Paragraph Space
- Compact
- Tight
- Open
- Relaxed
- Double

Custom Paragraph Spacing...