**Basic Format -** Microsoft Word

Open up a new Word document. Hit Ctrl A. In PAGE LAYOUT tab go to Page Setup click corner arrow

Change Bottom to 0.7 then Apply to: Whole document. Click OK

In the HOME tab click on Paragraph corner arrow.

Change Line spacing to Double

Check “Don’t add space…”

Click on Line and Page Breaks tab > Uncheck Widow/Orphan control > click OK

Click on paper