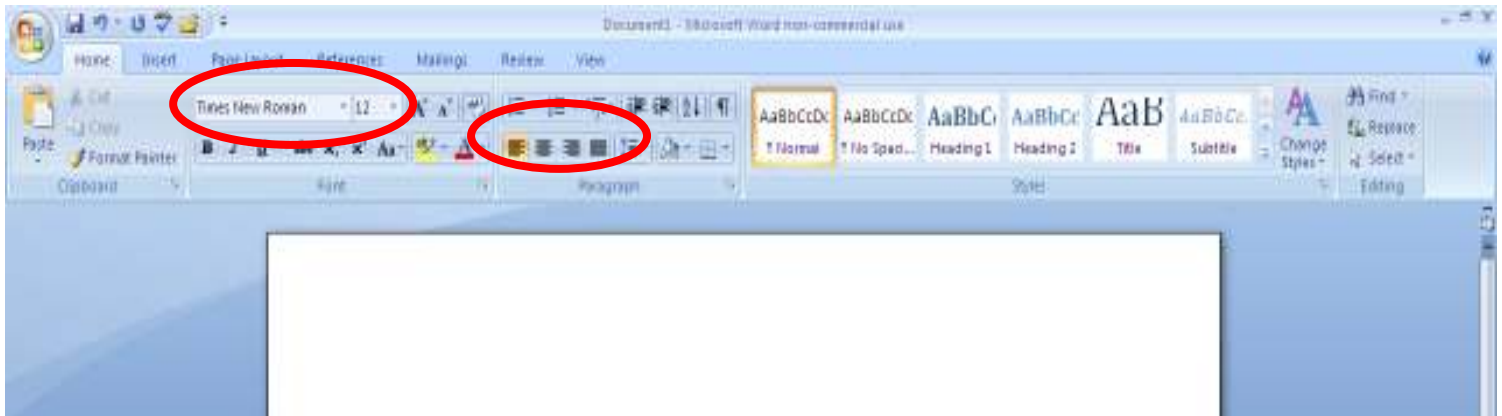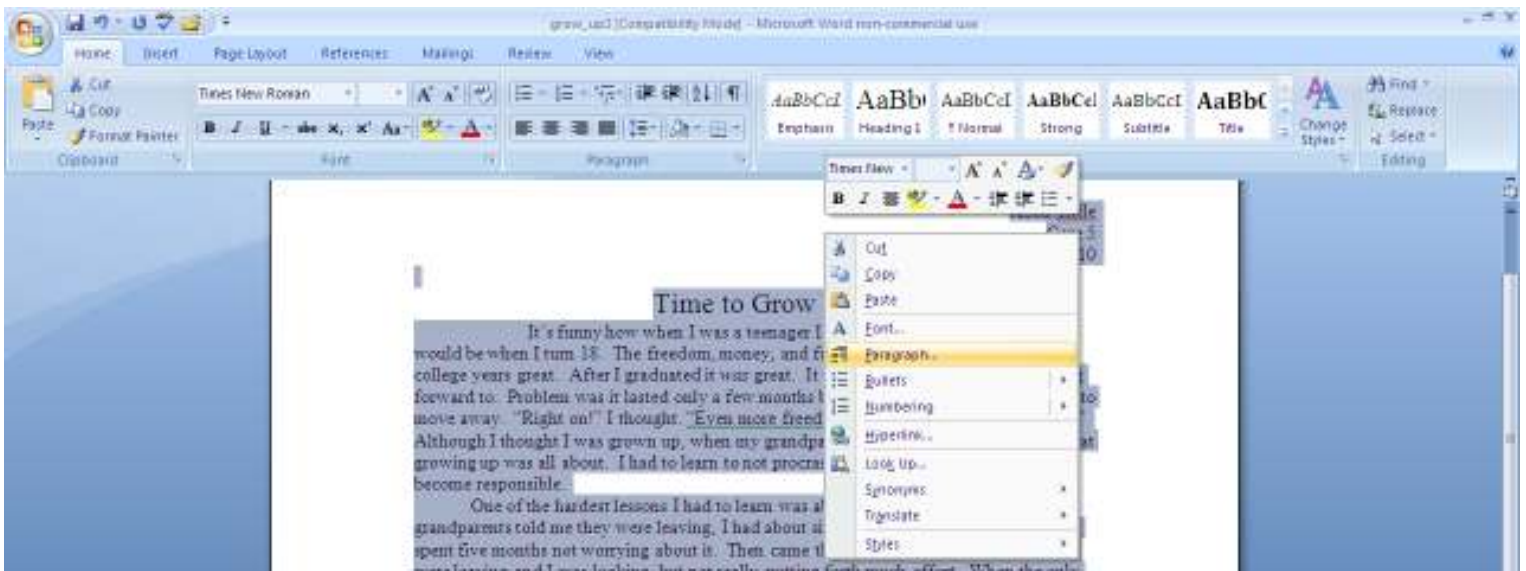Make sure you are in 12pt Times New Roman Font and aligned to the left for your paper.
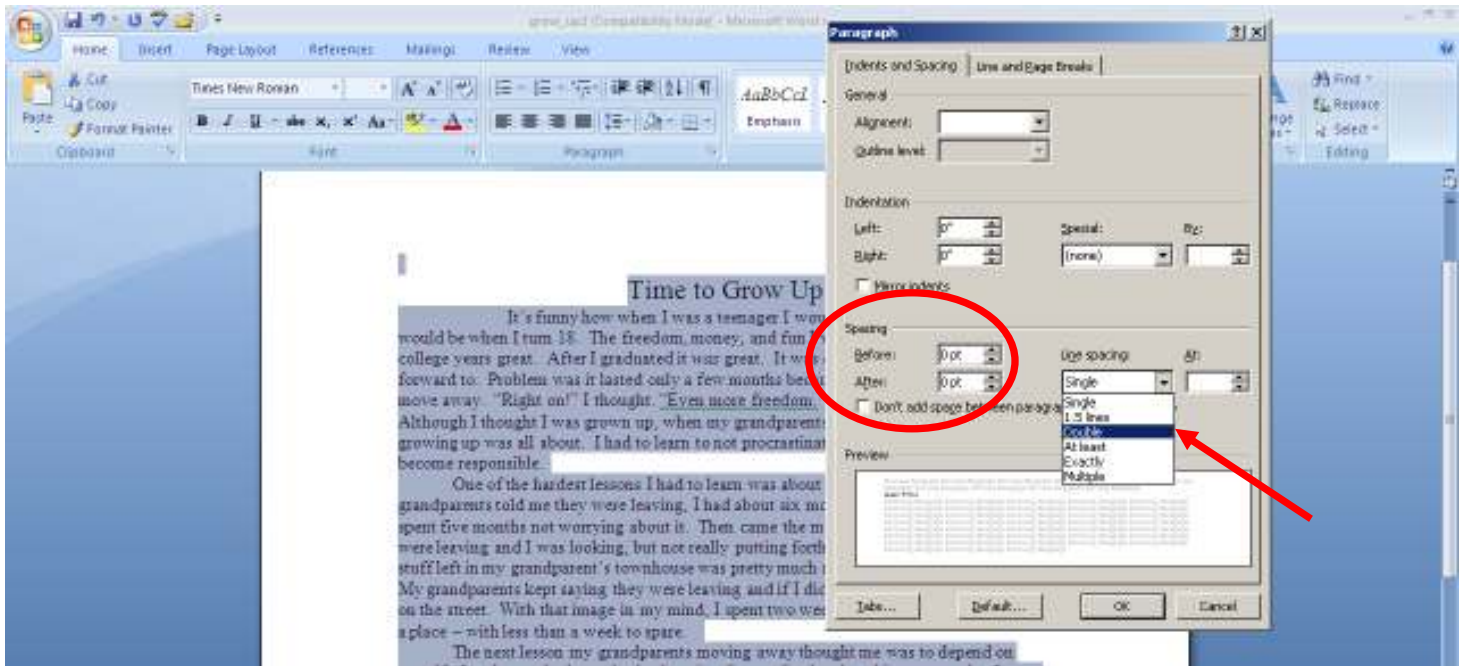

To change to double spacing, select all text

Right click on mouse and select "Paragraph."

Make sure to select "Double" and make sure both spacing are at "0" and click OK.

Spacing should change to double.