13.   Click on the **[Format]** button and choose *Paragraph*.

14.   Click on the *Indents and Spacing* tab if you are not already there, and under *Spacing*, set *Before* to *0 pt* and *After* to *6 pt*.

15.   Click **[OK]** and **[OK]** again to finish.

16.   Examine the headings and note how text formatted with the styles has changed.