9.   In the *Spacing* section, set *After* to *12 pt* and *Line spacing* to *Single*.

10.   Click **[OK]** and **[OK]** again.

11.   Click **[OK]** to finish.

Unlike the ***New Style*** *option on the* ***Styles*** *pane, Word does not apply a style created from the* ***Manage Styles*** *dialog box directly to the paragraph – you have to select it from the* ***Styles*** *pane.*

12.   Navigate to the front of the document, and apply the ***PREPAGES*** style to the paragraphs ***Preface***, ***Acknowledgements*** and ***Abstract*** on pages *3*, *4* and *5*.