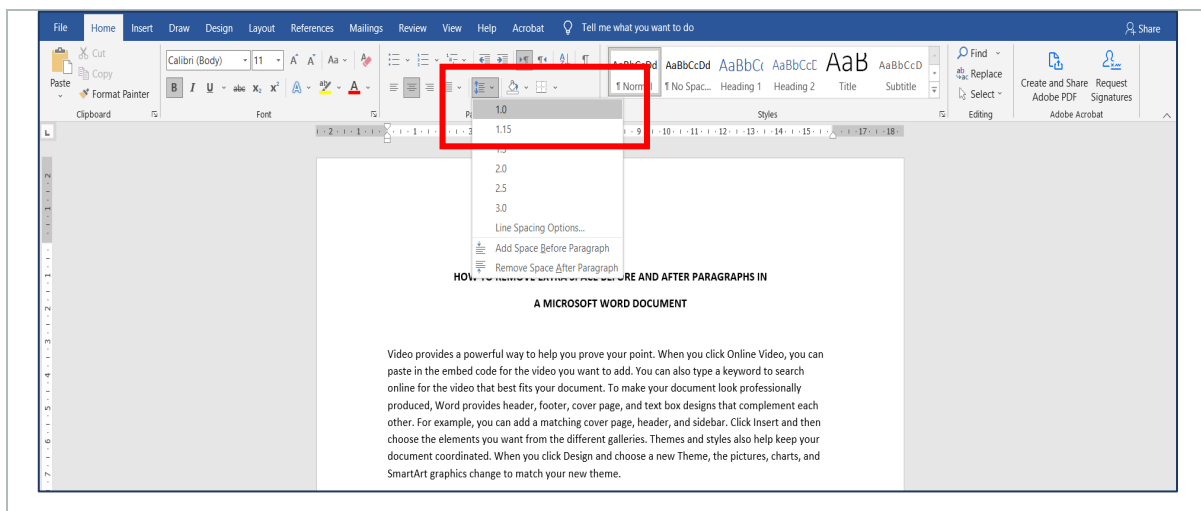




HOW TO REMOVE EXTRA SPACE BEFORE AND AFTER PARAGRAPHS IN A MICROSOFT WORD DOCUMENT

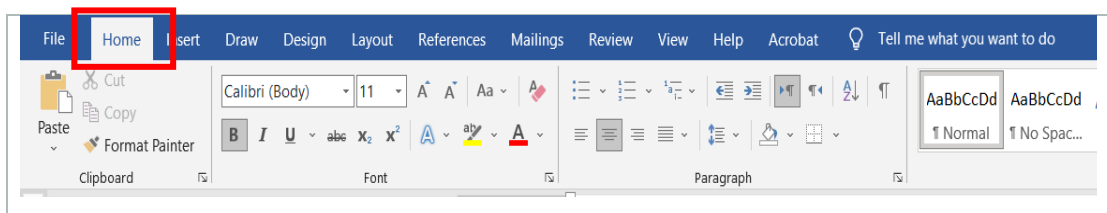
Naemah Abdul Wahab

You are working on a new document in Word, but it is inserting extra space between paragraphs. You have tried to highlight your document and going to the **Line and Paragraph Spacing** button as seen in figure below, choosing **1.0** (single spacing) option but your Word document still have those unwanted extra spaces before and after paragraphs?

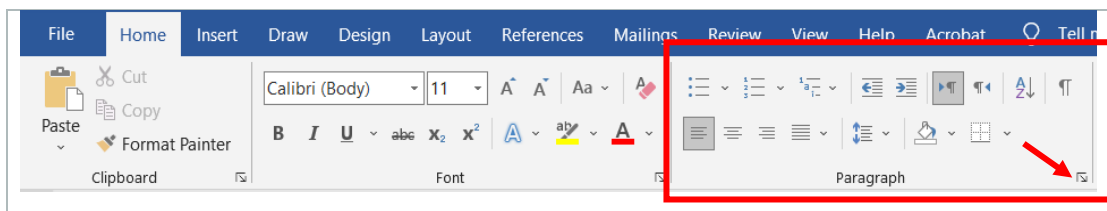


Is there a way to disable this? The answer is a huge YES! Follow these simple steps to remove the extra spacing between paragraphs in your Word document.

- a) Highlight your Word document by pressing ctrl+A.
- b) Go to the **Home** tab on the Microsoft Word ribbon.

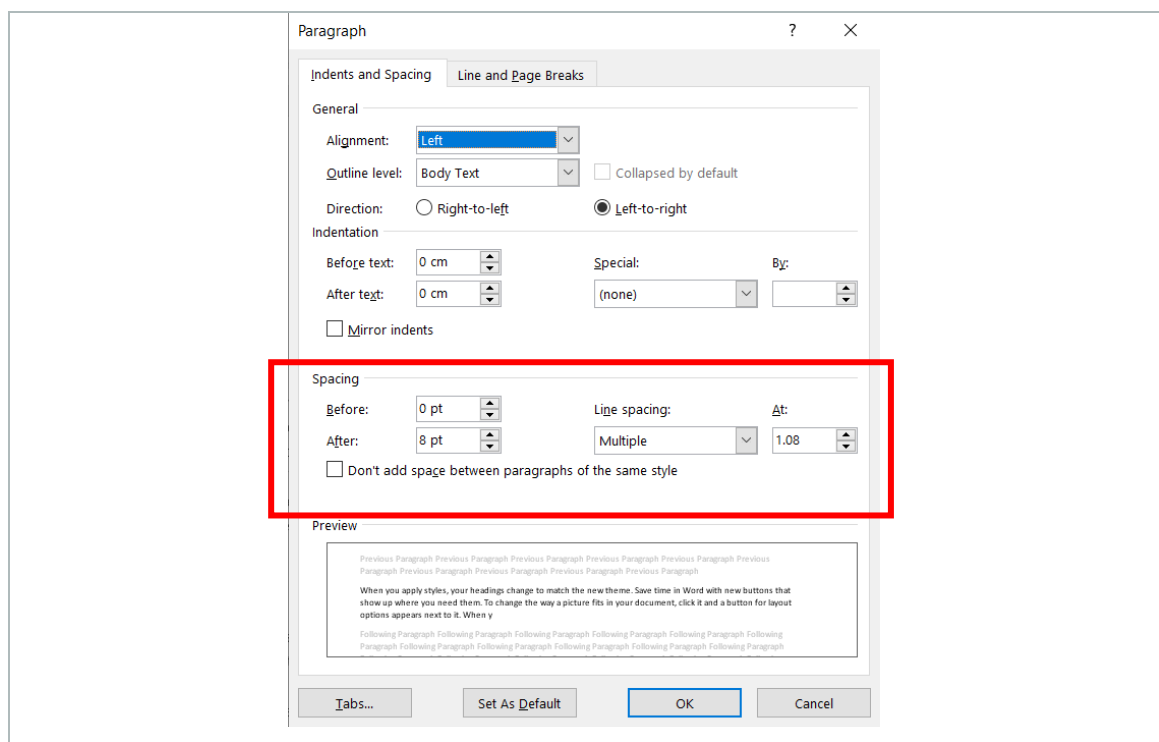


c) Find the **Paragraph** section.



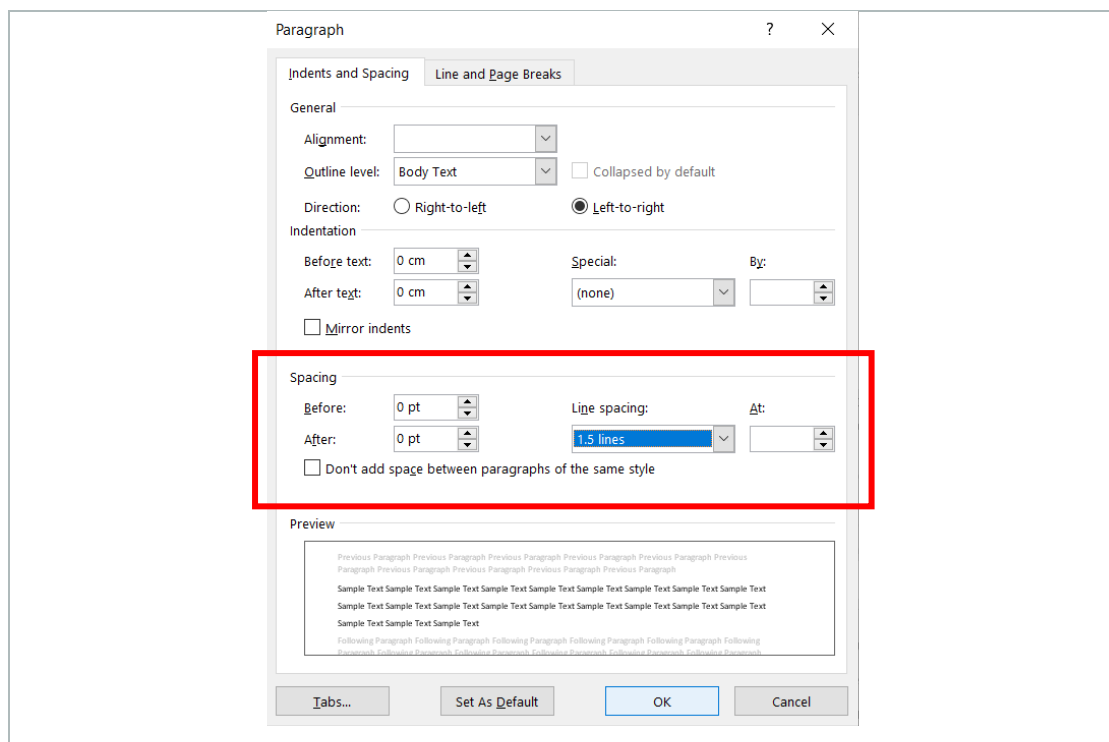
d) Click the little "more" arrow in the lower right corner of the box.

e) A **Paragraph** window will pop-up as shown in figure below. Just focus on the **Spacing** options.



f) Change the **Before** to **0 pt** and **After** to **0 pt**, then the **Line Spacing** drop-down menu to the spacing that you prefer (**single, 1.5 lines or double**).

g) Lastly, click **OK**.



This removes the extra spacing before and after the paragraphs in your Word document. I hope these tips come in handy and really help you. All the best!

