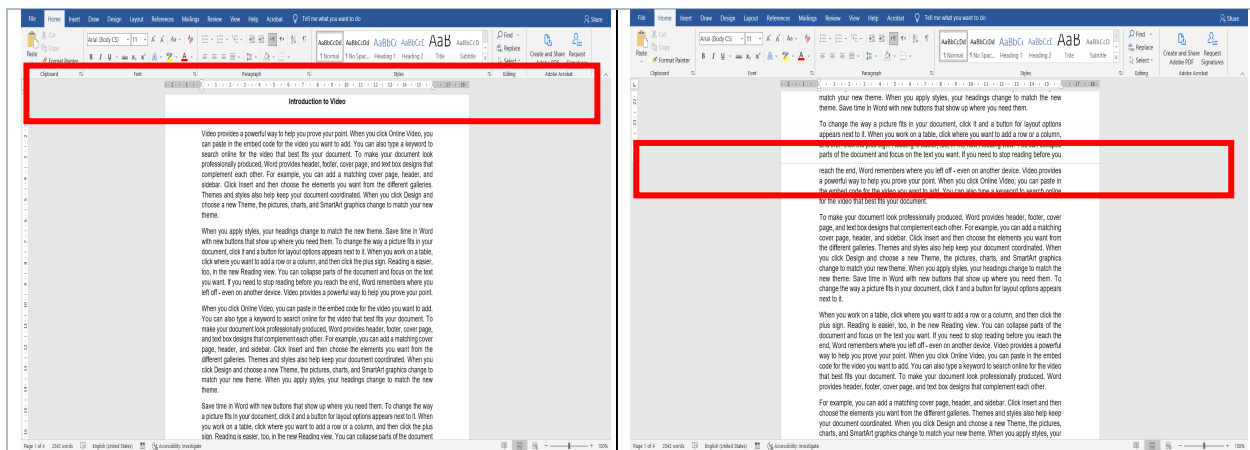# TIPS ON REMOVING WHITE SPACE BETWEEN PAGES IN A MICROSOFT WORD DOCUMENT

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Have you ever opened a Word document, either an existing file that you are working on or a new Word document and discovered this?

Figure: No gap (white space) between pages of a Microsoft Word Document

You are in a hurry of continuing your work and got really panicked discovering that the Word document has no gap (or known as white space) at the very top of your document and between pages of the Word document?
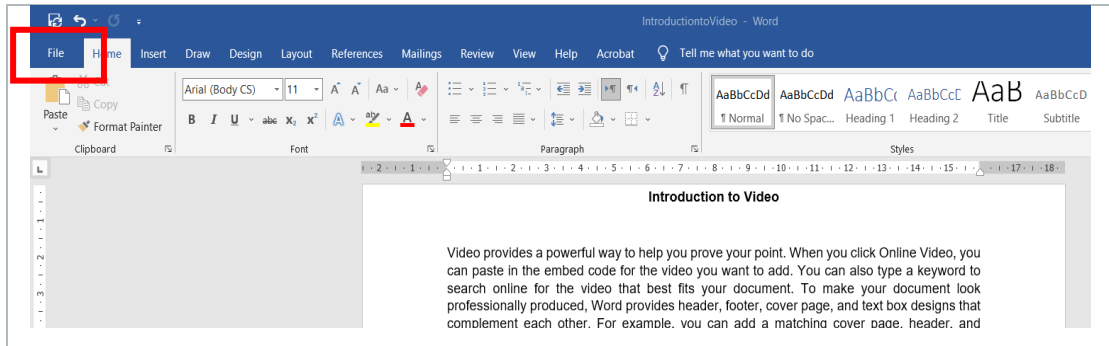
You start to close the document, opening it again and realizing that the problem is still there? You start to wonder because yesterday before you shut down your laptop or desktop, this problem does not exist and your word document is fine?

Do not worry. I have a very simple solution to help you who may have or will experience this problem now or in the future.
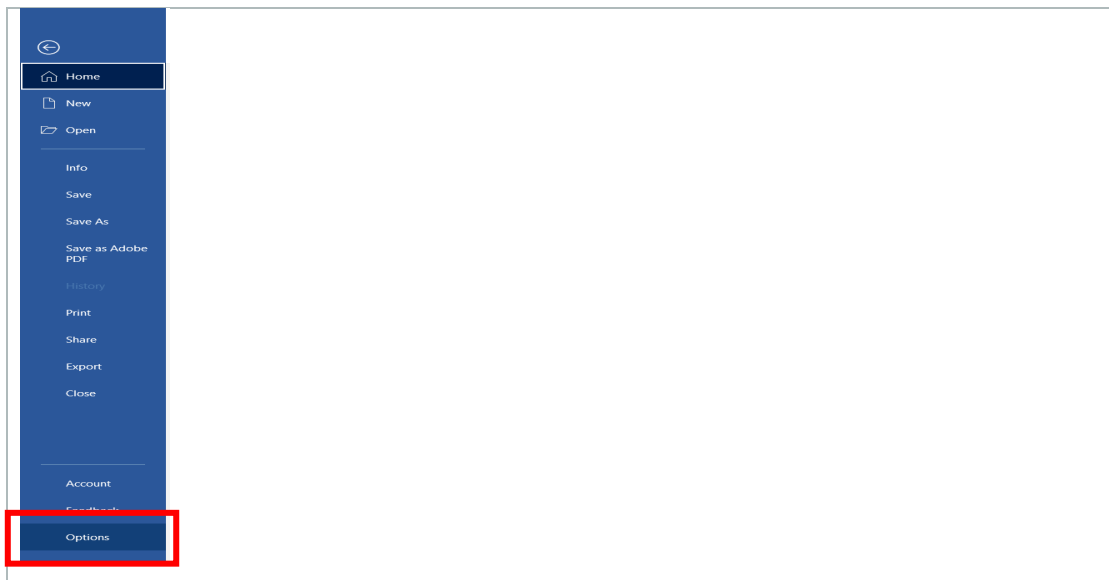
First of all, these gaps are known as white space. You can show or hide the white space at the top and the bottom of each page in your Microsoft Word document either using one of the following methods below.
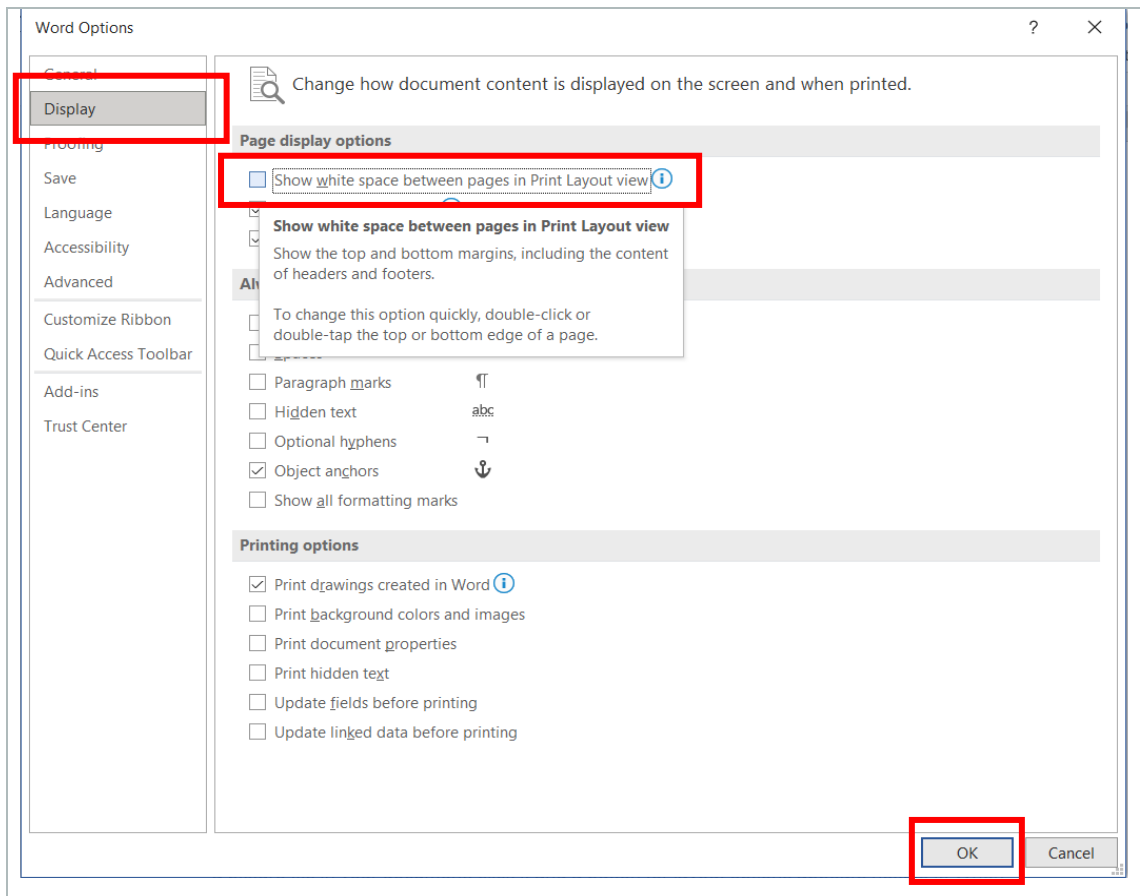
Method 1

1) Open your Word document. Click the **File** tab.
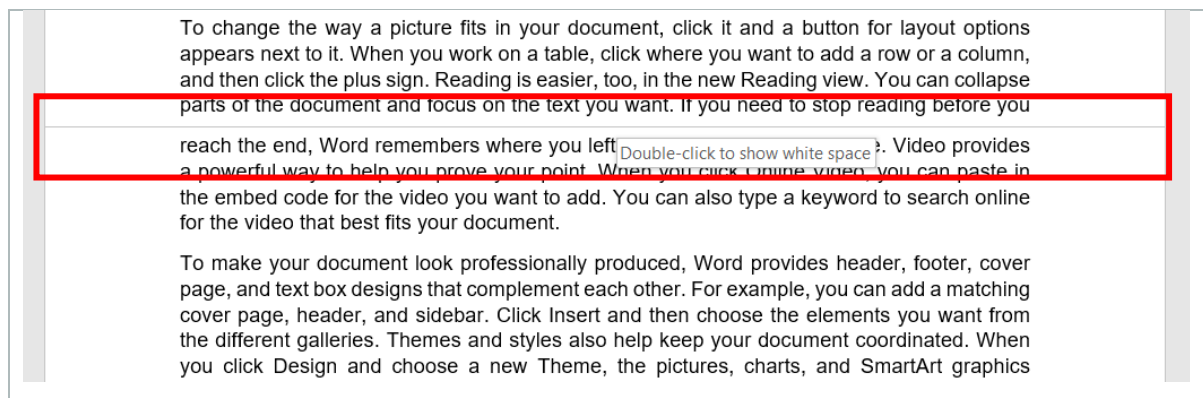

2) Choose the **Options** button.

3) A **Word Options** window will pop-up as shown in figure below. Choose **Display**, tick at the **Show white space between pages in Print Layout view** under the Page display options. Then, click **OK**.
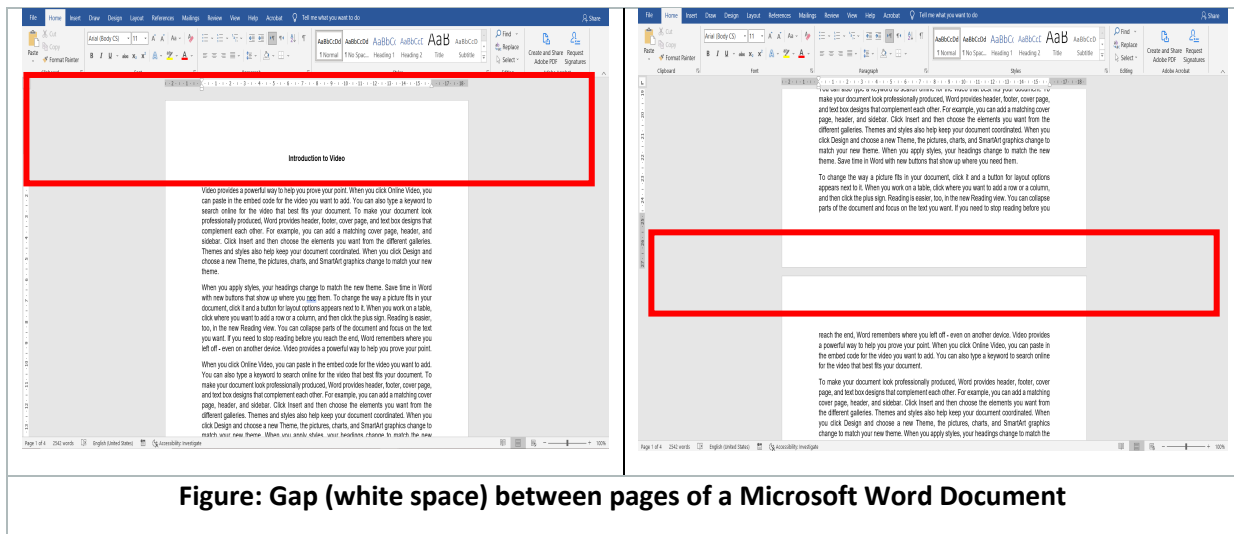

Method 2

Rest the mouse pointer over the horizontal line between page 1 and page 2 as shown in the figure below. Then, click at the spot when you see the **Double-click to show white space**.

After you successfully use either Method 1 or Method 2 as explained by me before, you will see the result of your Word document back to the original as shown in the example below.

Figure: Gap (white space) between pages of a Microsoft Word Document

Just for your information, if you are hiding the white space, page breaks are still visible and noticeable in the document.

I hope these simple tips are very useful and really help you. So, do try. All the best!