Paragraph Spacing ➔ Before and After

Make sure the Before and After Paragraph spacing on your document is set to 0pts or extra line spacing will be added to your document.

Tip: Microsoft Office, by default, sets the Paragraph After spacing to 10pts.

Select your entire document (ctrl A) and navigate to the Home tab, Paragraph Group and click on the dialog box launcher.

Tip: you could also access this tool before you type any text in your document.

From the Paragraph dialog box, make sure the Before and After Spacing for a paragraph is set to 0 pt. This will remove any extra line spacing between paragraphs.

Press the OK button when finished.

The default for Word is to have the “After” spacing set to 10 pts so it is VERY IMPORTANT to change the spacing for the document or it could be rejected for extra spacing between paragraphs.

Tip: pressing the “enter” key in MSWord generates a new paragraph.