How to Correct the Line Spacing Before and After the Page Header (or Title) of the Page in Word

Before you start the process, turn on the page markers in Word.

Click on the Paragraph icon in the paragraph section in the Home tab so it is highlighted.

Removing extra space(s) BEFORE the page header

1. Click on the line spacing icon (shown below) in the paragraph section under the Home tab.

2. Check 1.0 for the line spacing
3. Check to see if there are any extra lines above the page header and delete as needed by highlighting the page header (or title) of the page. Gray space above indicates extra spaces are added before the page header.
4. **HINT:** these are toggle switches, so just click on the text to change.
5. Click on Remove Space Before Paragraph.
Correcting the line spacing AFTER the page header (title on page).

1. Check 1.0 for the line spacing
2. Check to see if there are any extra lines below the page header and delete as needed by highlighting the page header (or title) of the page. A gray space below indicates extra spaces are added below the page header.
3. Click on Remove Space After Paragraph.
4. **HINT:** these are toggle switches, so just click on the text to change.
5. Insert additional single line spaces as needed.