

Word Formatting Help

I've been trying to create a new document and use the formatting tools in Word. It is going pretty well, but I have a couple of puzzling paragraphs that I can't seem to get together, without a lot of white space between them. They are the same numbering level, but won't move where I want.

Anyone give me any suggestions, or willing to take a quick look at the doc?

I can take a quick look at the doc if you like.

I'll be driving in the next little bit but if you send it during that period I'll check it when I get home.

Disclaimer: Still never been a lawyer at Microsoft or any other company

Ben M. Schorr, Washington

Check in the paragraph tab (open the triangle in the corner to bring up the paragraph settings window) - look on the advance tab (second tab up to) and make sure that the "keep lines together" is not checked and maybe that the "keep with next" tab is not checked.

In the line spacing button, make sure that there is no extra space before and/or after the paragraphs.

BTW - all this is from memory - I might have some details a little off.

Bruce Wingate, New York

Mr. Caccavo, try this but be sure to save your document before you try.

In the Word Home, Fonts, toward the right there is an eraser icon.

It will remove formatting.

Block, say, the page where you have the issue and click on the remove formatting icon, and, as they say, see what happens.

Please report back if that works or if you get a solution any other way.

Thanks.

Go, University of Texas Longhorns!

Rob Robertson, Texas

Use Word perfect. Formatting is much easier.

Turn on the hidden characters that show the formatting marks. This may show you where the issue is. If you are using a list, it may be a setting related to space between the list items or paragraph.

Phil A. Taylor, Massachusetts

Thanks to all who replied. The symbol on the paragraph tab got me to the checkbox I needed to uncheck.

I guess I didn't realize 'keep lines together' meant 'don't break paragraph'.

Michael D. Caccavo, Vermont