GSD. Word – How to Show or Hide White Space between Pages in Print Layout in Microsoft Word

General Information:

Possible symptoms/errors:

How to Show or Hide White Space between Pages in Print Layout in Microsoft Word.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

In Microsoft Word, user can hide the white space at the top and bottom of each page and reduce the amount of blank space that appears between pages in print layout view. This article shows how to do that.

Details:

1. Advise the user to click the File tab then select Options.

2. In the Word Options window, ask them to select Display.

3. Advise the user to Check or uncheck the box to the left of Show white space between pages in Print Layout view to display or hide the top and bottom margins of the page including the content of headers and footers.

4. Ask them to click the OK button at the bottom of the window to apply their changes.

Note: User can also show or hide this white space by positioning their mouse cursor between two pages and double-clicking as well.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A