When authoring in Microsoft Word, the default template automatically skips a line between paragraphs - which is visually pleasing and does make it easier to read. But what if you're authoring in Word for another destination, such as a blog or social media site? When you cut and paste your text into your publishing tool, you may end up with a mess.

1. A quick fix is to select your entire document by using the key combination Ctrl + A, then right click in the document body and choose Paragraph…

2. In Spacing section
   a. set Before and After to 0 pt
   b. Line spacing to Single
If you want to make this your default, just click the **Set As Default** button on the bottom of the page. You'll be prompted to decide whether to make this your global default or just for the selected document:

![Set As Default dialog box](image)

Now, you will need to actually enter skipped lines between paragraphs manually.

If you want to change it back to displaying skipped lines, just return to **Paragraph** settings and enter these values:

![Paragraph settings dialog box](image)