Paragraph Marks

Walden University Academic Skills Center

Word gives users the option to show and hide paragraph marks in drafts, allowing users to see all formatting and hidden settings that they have applied to a draft. These include section and page breaks, returns, and spacing. The symbols to indicate these include:

- Spaces (single):
- Returns:
- Styles:
- Breaks: Section Break (Next Page)

To show paragraph marks:

1. Under the “Home” tab choose the paragraph mark button

2. Word will now show all formatting and settings