**Finding All White Space in a Document**

1. Press **Ctrl+F**. Word displays the Navigation pane at the left side of your document.
2. In the box at the top of the Navigation pane, enter the text for which you want to search. To search for white space, enter **^w** (it is important to use a lowercase **w**).

**Note:**

To get rid of extra white space, in the Find What blank put a space (press the spacebar once) before the ^w. If you just put in ^w it finds all the single spaces between words, also.  
  
Then in the replace box, put a space (press the spacebar once).