**Strip Extra Spaces from a Document**

An easy way to remove extra spaces from a document is to simply use the search and replace tool.

1. On the Home tab, click Replace in the Editing group. The find and replace box will appear.
2. In the Find what box, enter “^w^p” without the quotation marks to find blank spaces or tabs in front of the paragraph mark.
3. In the Replace with box, enter “^p” without the quotation marks
4. Press Replace All. All white spaces in front of all paragraph marks will be removed.

If you have copied text from another source, you often have multiple spaces that should be removed from the text. Do the following:

1. On the Home tab, click Replace in the Editing group. The find and replace box will appear.
2. In the Find what box, enter “^w” without the quotation marks to find blank spaces or tabs in your text.
3. In the Replace with box, enter a single space.
4. Press Replace All. All multiple spaces will be replaced with a single space.

At times a line is terminated and the text is forced on to a new line before a return should be used. In this case, a line break or a paragraph mark could found in your copied text. Using the Reveal codes (a backwards p —¶) in the paragraph group can help you determine which type of a return is used. If you see the ¶ a return has been used to move to the new line. If you see a  a line break has been used. To remove these marks do the following:

1. On the Home tab, click Replace in the Editing group. The find and replace box will appear.
2. In the Find what box, enter “^w^p” without the quotation marks to find blank spaces or tabs that are followed by a return in your text.
3. In the Replace with box, enter a single space.
4. Press Replace All. All multiple spaces with returns will be replaced with a single space. To be careful not to remove wanted returns, you may want to select each paragraph separately and preform the above actions. That way you can maintain the paragraph marks.

To replace line breaks, do the following:

1. On the Home tab, click Replace in the Editing group. The find and replace box will appear.
2. In the Find what box, enter “^w^l” without the quotation marks to find blank spaces or tabs that are followed by a return in your text.
3. In the Replace with box, enter a single space.
4. Press Replace All. All multiple spaces with line breaks will be replaced with a single space.