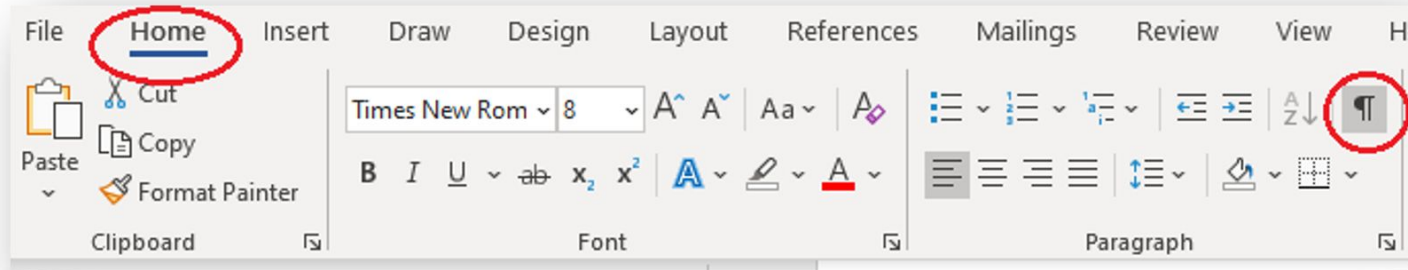


How to delete multiple spaces

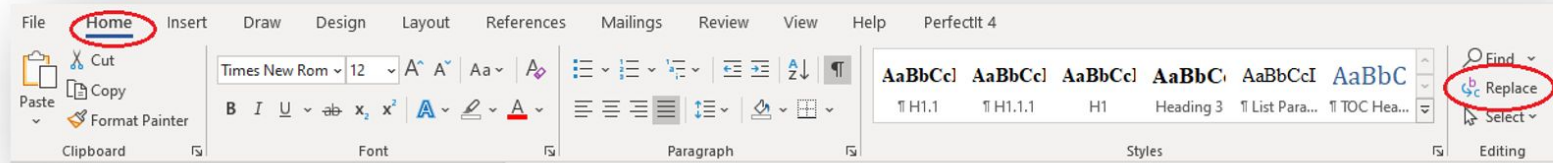
You only need one space after a full stop. Search for extra spaces and delete them.

Lorem·ipsum·dolor·sit·amet,·consectetur·adipiscing·elit,·sed·do·eiusmod·tempor·incididunt·ut·labore·
et·dolore·magna·aliqua.·Ut·enim·ad·minim·veniam,·quis·nostrud·exercitation·ullamco·laboris·nisi·ut·
aliquip·ex·ea·commodo·consequat.·Duis·aute·irure·dolor·in·reprehenderit·in·voluptate·velit·esse·
cillum·dolore·eu·fugiat·nulla·pariatur.·¶Excepteur·sint·occaecat·cupidatat·non·proident,·sunt·in·culpa·
qui·officia·deserunt·mollit·anim·id·est·laborum.¶

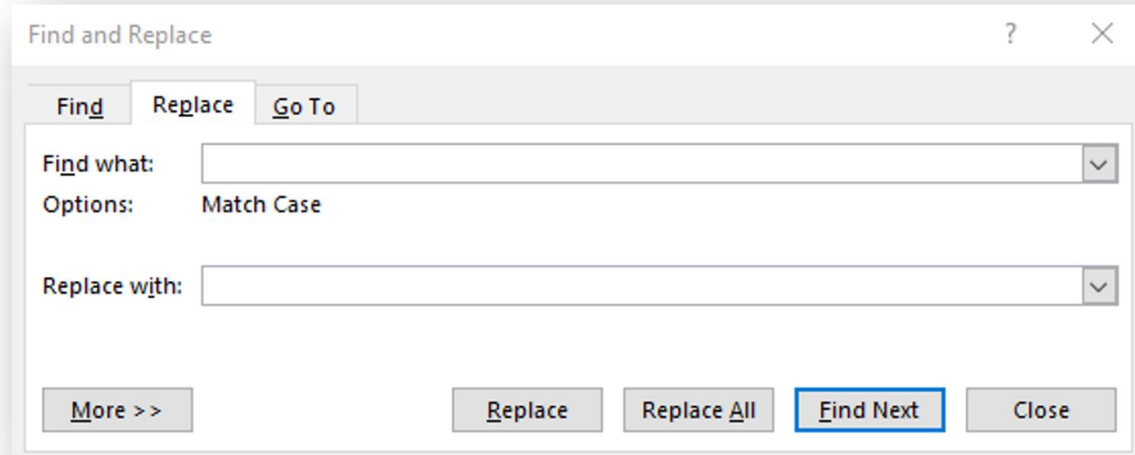
1. Turn on paragraph marks. Doing this will show you the non-printing symbols. Go to the **Home** ribbon and click on the **show/hide** paragraph symbol.



2. On the **Home** ribbon, click on the **Replace** button.



3. In the **Find what** box, hit the space bar twice. In the **Replace with** box, hit the space bar once. Here's a picture of the box. The spaces don't show up, unfortunately.



4. Click **Find Next**. The double spaces will be highlighted in grey.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. ¶

5. Click **Replace**. You will be left with one space.

6. Keep going!

You can click the **Replace All** button, but **do so with caution**. If you have used spaces to format or centre text, then the layout will be ruined (I recommend using tabs or the centre button for this kind of formatting).

7. If you think you've been liberal with the spaces, do this search again, but search for three spaces.