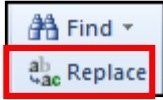
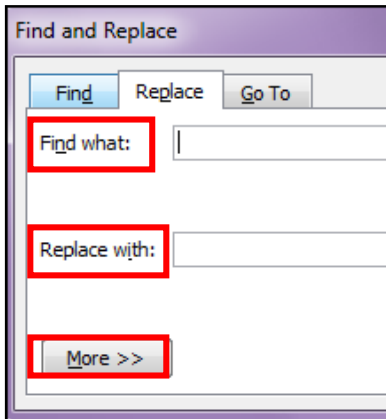


Microsoft 2013: Removing Blank Lines

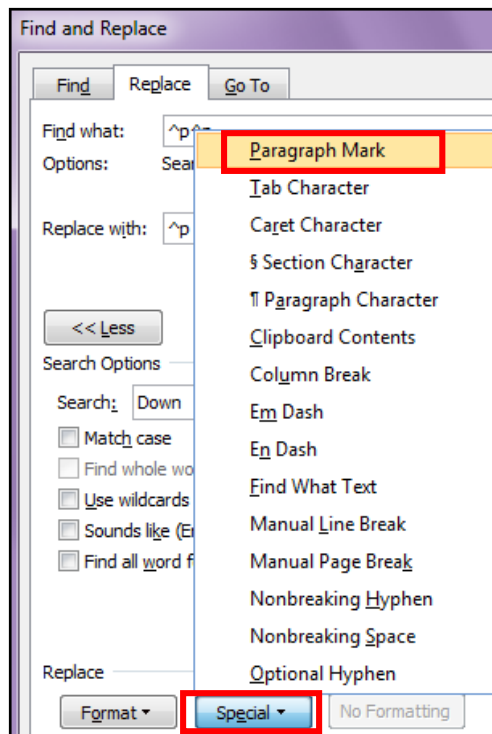
Click on **Home** tab, **Editing** grouping, **Replace** (as in Find/Replace)



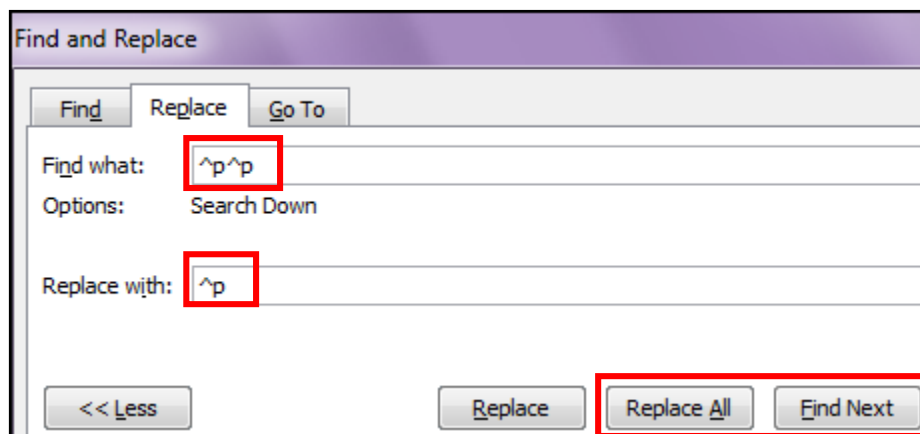
Click on **More >>** button (to open up the lower options, if it is already open you will see the button <<Less) It changes to reflect if it is expanded or not.



Place the cursor in **Find What**. Click on **Special**
Select **Paragraph Mark** and do this twice - **IMPORTANT**, do this twice!



Place the cursor in **Replace with** on the **Find and Replace** dialog box.
 Click on the **Special** button at bottom.
 Select **Paragraph Mark** - but this time only once. It should look like example below.



Click on the **Find Next** to check the first couple to be sure it is working correctly, then click on the **Replace All** button.

NOTE: If you have some places where there are more than one consecutive blank line, simply run the Replace All again (each time it will be removing just one blank line).