

Tech Tips



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HOW TO QUICKLY REMOVE ALL PAGE BREAKS FROM A WORD DOCUMENT



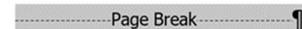
No matter what type of document you are working on in Word, using the Ctrl + Enter key will easily create a page break rather than pressing the Enter key until the next page is available.

To view where your page breaks are:

1. Click the **Home** tab
2. Choose the **show/hide** button in the paragraph group.



You can remove one page break at a time by highlighting the code while the show/hide button is active. Once highlighted you can simply press the **Delete** key to remove it. This removes the page break and brings up any text or images to the prior page.



This works well if you have a small number of pages. However, what if you have a 50-page document and need to remove all of those page breaks at once.

To do this:

1. Open the Word document.
2. Press **Ctrl + H** to bring up the **Find/Replace** dialog box.
3. In the **Find what** section type in ^m (Shift 6 + m).
4. Leave **Replace with** blank.
5. Press the **Find Next** button. This brings up the next instance of a page break found in the document.
6. Press **Replace** to remove the page break.

NOTE: Press **Replace All** to immediately remove **ALL** of the page breaks at once.

Once Word has completed the search, a dialog box confirms how many, if any, page breaks were removed within the document.

