

Technical Tip: Fixing Double Spacing between Sentences (PC)

- (1) After you're all finished typing (with all those double spaces between sentences that you can't seem to retrain yourself to stop doing), navigate to the "Home" ribbon. Far to the right you should see an "Editing" box with some choices such as "Find," and "Replace." Click on "Replace." You'll get a dialog box with two lines. The first says, "Find what," and the second says, "Replace with."
- (2) On the first line, "Find what," put your cursor there and just hit your space bar twice (to replicate two spaces).
- (3) On the second line, "Replace with," put your cursor there and hit your space bar once (to replicate one space).
- (4) Then hit "Replace all." A box will pop up telling you how many replacements were made. Keep doing the "Replace all" until that box says, "All done. We made 0 replacements." That means all of the double spaces between sentences have now been replaced with single spaces.