

Clean Up Email

with Microsoft Word



Clean up email messages and remove extraneous paragraph marks.

1. Copy the text of any email message into a blank Word document. Position the cursor at the top of the document. Use the Find and Replace function (**Edit menu**> **Replace...**) to change every paragraph mark into a special (seldom used) character such as a tilde ~.
 2. Position the cursor in the Find what: box.
 3. Click the **More** button, then click the **Special** button to insert the code for a paragraph mark ¶ (^p).
 4. Then click in the Replace with: box and type a ~.
 5. Next click the **Replace All** button.
 6. Click **OK** when the process is complete.
 7. Then use the Replace function to change every two ~~ tildas into two paragraph marks.
 8. Next click the **Replace All** button.
 9. Click **OK** when the process is complete.
 10. Next use the Replace function to find and replace the remaining single ~ tilde with a space.
**Press the spacebar to enter spaces.
 11. Next click the **Replace All** button.
 12. Click **OK** when the process is complete.
 13. Finally, use Replace to change every occurrence of two spaces with a single space.
**Press the spacebar to enter spaces.
 14. Next click the **Replace All** button.
 15. Click **OK** when the process is complete.
- You may still have to do some additional formatting and cleanup but these steps will save you a lot of time.

