Deleting a Page

- In this tutorial you will learn how to delete a page.
- Deleting a page allows you to remove an unwanted page from your document.

Accessing Draft Mode to Delete a Page

To delete a page, you first must access DRAFT view. To do this, click on the VIEW tab.

Once in the VIEW tab, click on DRAFT. This will switch your view and allow you to see paragraph markers.

Once in DRAFT mode, you will notice your document now displays paragraph markers.
If **DRAFT** view does not display, go back to the **HOME TAB**, and click on the **PARAGRAPH MAKER** icon. This will turn on the **PARAGRAPH MARKERS**.

Shortcut Tip! To turn **ON/OFF PARAGRAPH MARKERS** click CTRL+SHIFT+8 (CTRL+*) on your keyboard.

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**Deleting a Page**

**Step 1:** Switch to **DRAFT** view and turn on **PARAGRAPH MARKERS**. Follow the directions above.

**Step 2:** Scroll to the page you want to delete. Find the **PARAGRAPH MARKER** that indicate **PAGE BREAK**.

This marker indicates a **PAGE BREAK**. In this example, this is an extra page that is in between the body of the paper and the References page.
Step 3: Delete the PAGE BREAK marker. You can do this by simply clicking in front of the PAGE BREAK marker and clicking “BACKSPACE” on your keyboard until the marker is no longer visible. Or you can highlight the PAGE BREAK marker and click “DELETE” on your keyboard. This will delete the page.

Deleting the PARAGRAPH MARKER for the PAGE BREAK will delete the extra page from the document.

References


Finish: To exit DRAFT view, click back into the VIEW tab, and change the view to PRINT LAYOUT.

If you no longer want to see the PARAGRAPH MARKERS, you simply click the icon again to turn them off.