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# Wie bereinige ich schlecht formatierte Texte in Word?

Sofia Kermas  
miraminds

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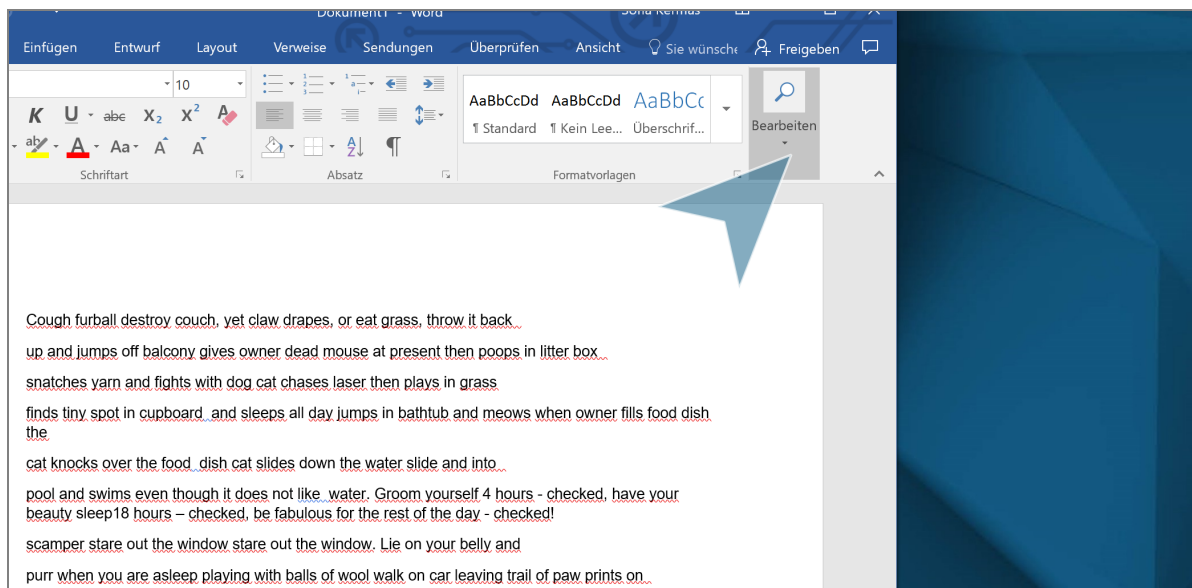
1.

Klick auf 'Dokument1 - Word' Button

Cough furball destroy couch, yet claw drapes, or eat grass, throw it back  
up and jumps off balcony gives owner dead mouse at present then poops in litter box  
snatches yarn and fights with dog cat chases laser then plays in grass  
finds tiny spot in cupboard and sleeps all day jumps in bathtub and meows when owner fills food dish  
the  
cat knocks over the food dish cat slides down the water slide and into  
pool and swims even though it does not like water. Groom yourself 4 hours - checked, have your  
beauty sleep 18 hours - checked, be fabulous for the rest of the day - checked!  
scamper stare out the window stare out the window. Lie on your belly and  
purr when you are asleep playing with balls of wool walk on car leaving trail of paw prints on  
hood and windshield this human feeds me, I should be a god for  
why must they do that. Climb leg massacre a bird in the living room and then look like the cutest and

2.

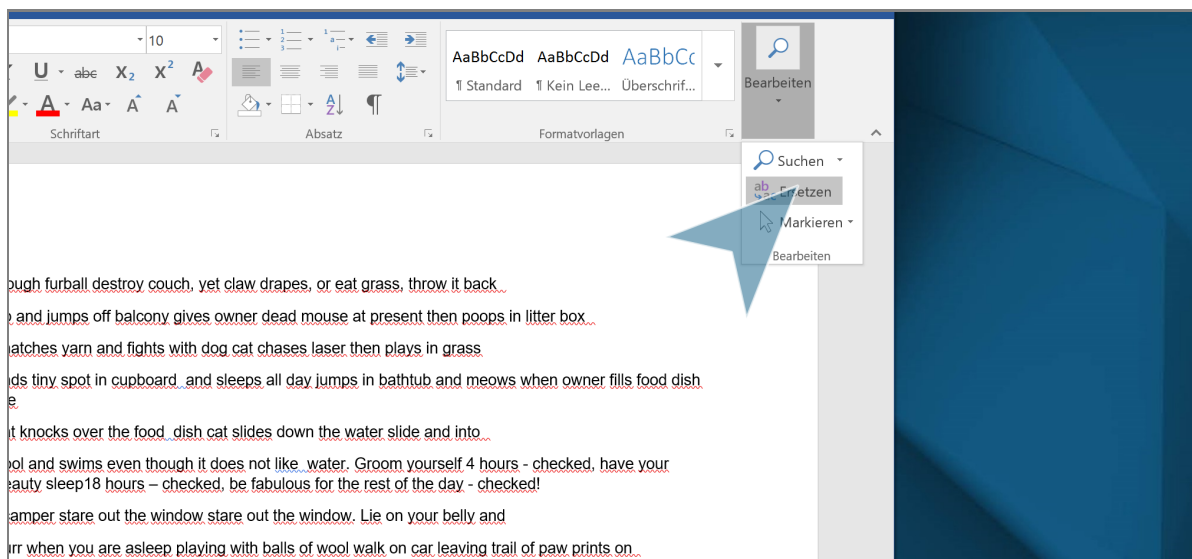
Die Formatierung des schönen Textes aus der Quelle <http://www.catipsum.com/> ist leider alles Andere als schön. Es sind zu viele unnötige Umbrüche drin. Anstatt sie manuell herauszunehmen, gibt es in Word einen fantastischen Trick dafür.



Cough furball destroy couch, yet claw drapes, or eat grass, throw it back..  
up and jumps off balcony gives owner dead mouse at present then poops in litter box..  
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**3.**

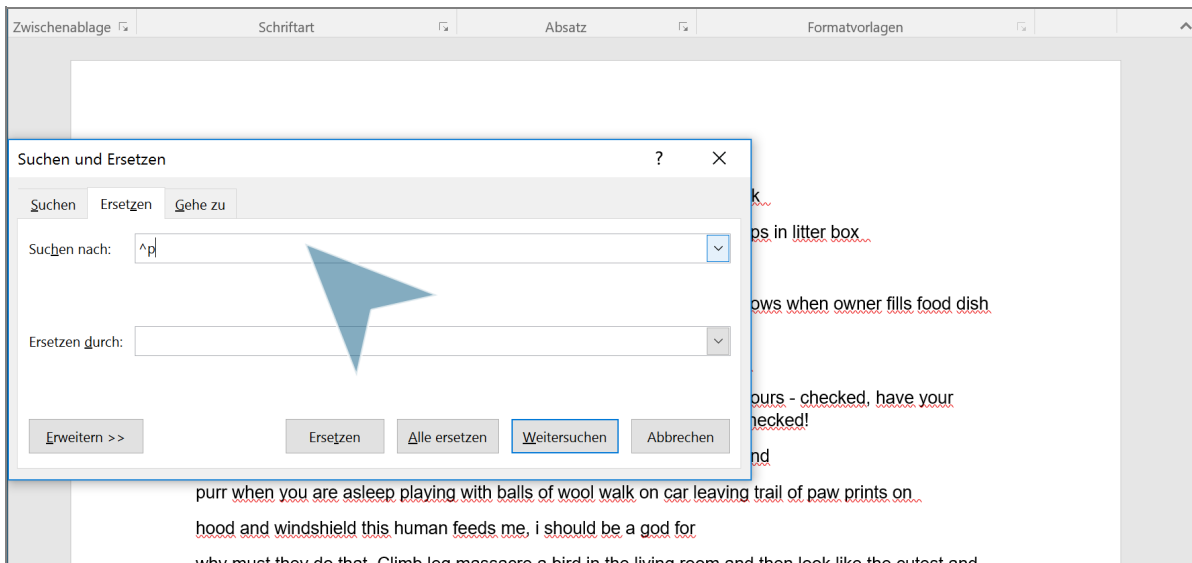
Aus dem Menü 'Bearbeiten' auswählen.



ough furball destroy couch, yet claw drapes, or eat grass, throw it back..  
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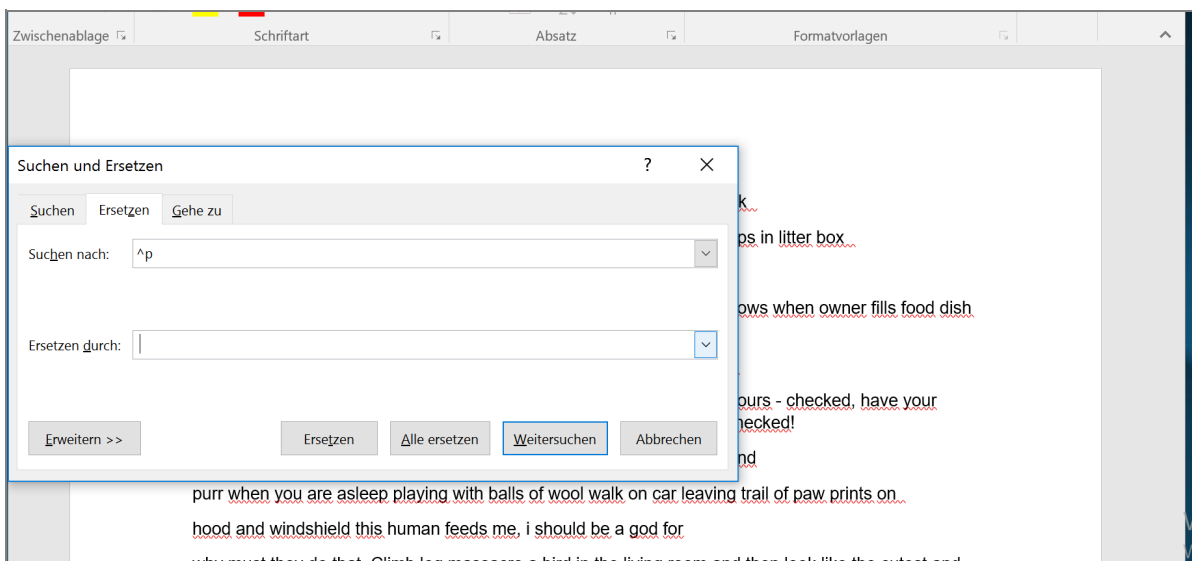
**4.**

Klick auf 'Ersetzen...' Button



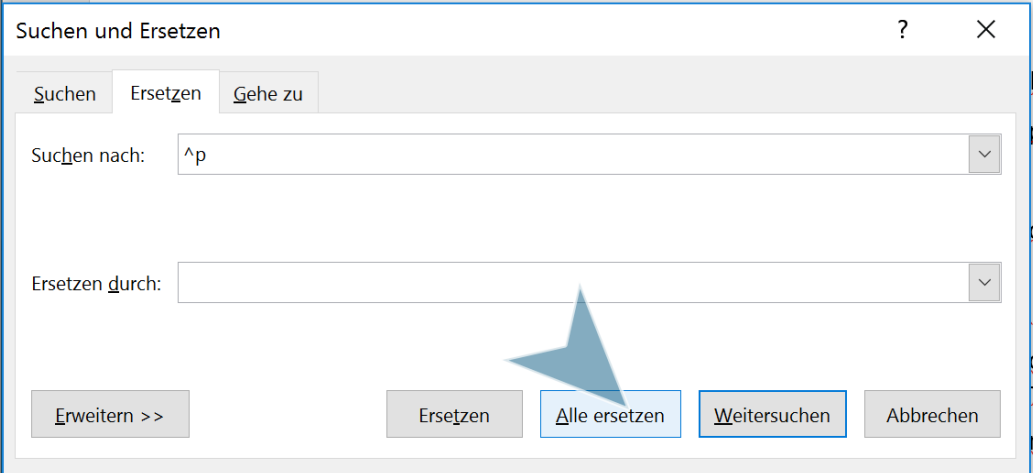
**5.**

Klick auf 'RichEdit Control'



**6.**

Tragen Sie hierfür unter "Suchen nach" einfach "^p" und bei "Ersetzen durch" ein Leerzeichen.



Suchen und Ersetzen

Suchen Ersetzen Gehe zu

Suchen nach: ^p

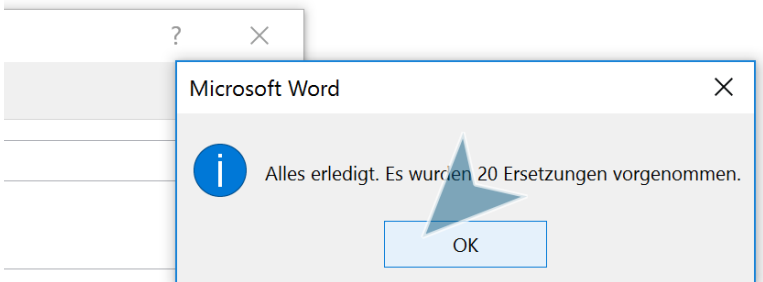
Ersetzen durch:

Erweitern >> Ersetzen Alle ersetzen Weitersuchen Abbrechen

purr when you are asleep playing with balls of wool walk on car leaving trail of pa

## 7.

Klick auf 'Alle ersetzen' Button



Microsoft Word

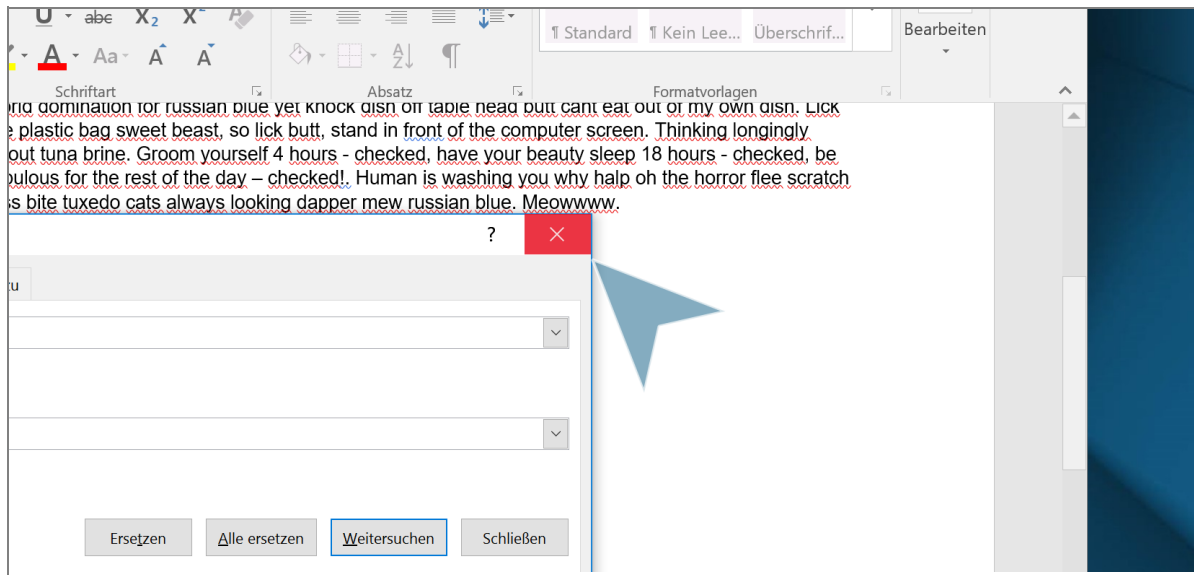
Alles erledigt. Es wurden 20 Ersetzungen vorgenommen.

OK

human feeds me, i should be a  
om and then look like the  
my breakfast spaghetti

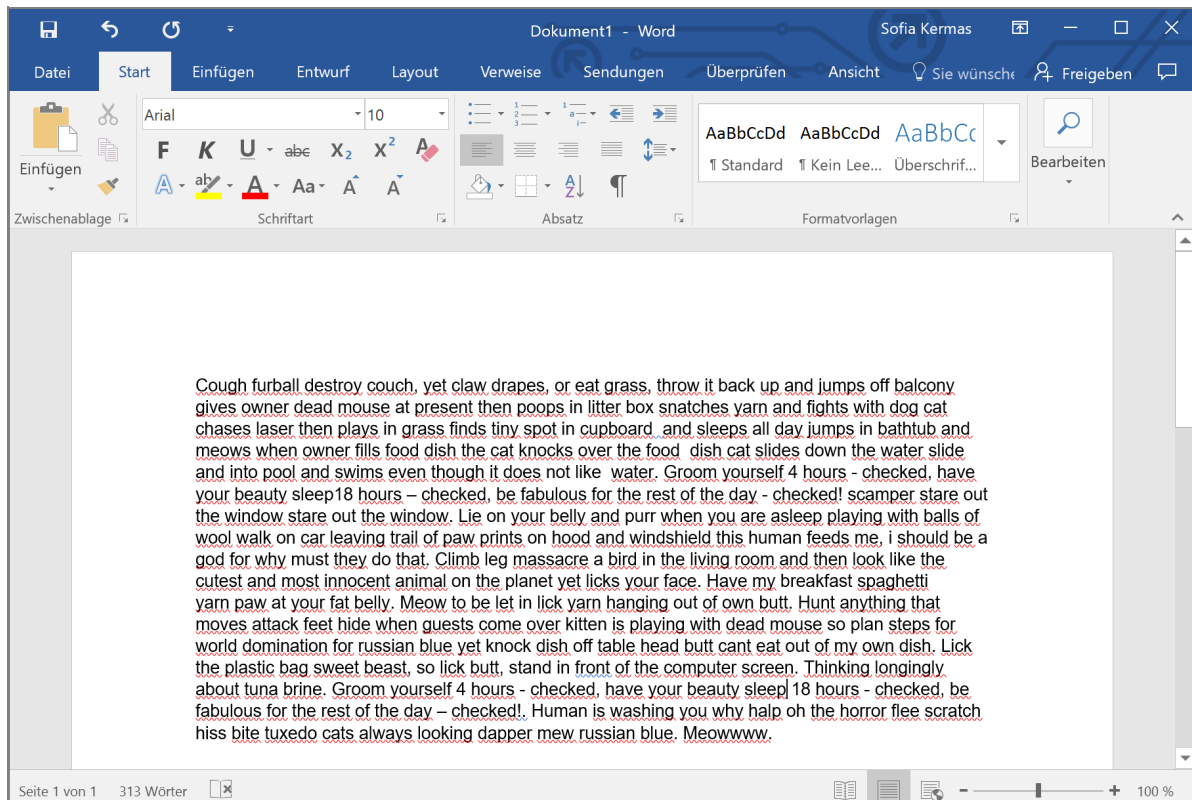
## 8.

Klick auf 'OK' Button.



9.

Klick auf 'Schließen' Button.



Cough furball destroy couch, yet claw drapes, or eat grass, throw it back up and jumps off balcony gives owner dead mouse at present then poops in litter box snatches yarn and fights with dog cat chases laser then plays in grass finds tiny spot in cupboard, and sleeps all day jumps in bathtub and meows when owner fills food dish the cat knocks over the food dish cat slides down the water slide and into pool and swims even though it does not like water. Groom yourself 4 hours - checked, have your beauty sleep 18 hours - checked, be fabulous for the rest of the day - checked! scamper stare out the window stare out the window. Lie on your belly and purr when you are asleep playing with balls of wool walk on car leaving trail of paw prints on hood and windshield this human feeds me, i should be a god for why must they do that. Climb leg massacre a bird in the living room and then look like the cutest and most innocent animal on the planet yet licks your face. Have my breakfast spaghetti yarn paw at your fat belly. Meow to be let in lick yarn hanging out of own butt. Hunt anything that moves attack feet hide when guests come over kitten is playing with dead mouse so plan steps for world domination for russian blue yet knock dish off table head butt cant eat out of my own dish. Lick the plastic bag sweet beast, so lick butt, stand in front of the computer screen. Thinking longingly about tuna brine. Groom yourself 4 hours - checked, have your beauty sleep 18 hours - checked, be fabulous for the rest of the day - checked!. Human is washing you why halp oh the horror flee scratch hiss bite tuxedo cats always looking dapper mew russian blue. Meowwww.

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## 10.

Sie sehen, dass alle Umbrüche jetzt automatisch durch ein Leerzeichen ersetzt wurden!  
Das Ersetzen Werkzeug bietet viele Möglichkeiten der Automatisierung und kann somit Stunden an mühseliger Arbeit ersparen!