

# INSERT BLANK PAGES IN WORD 2010

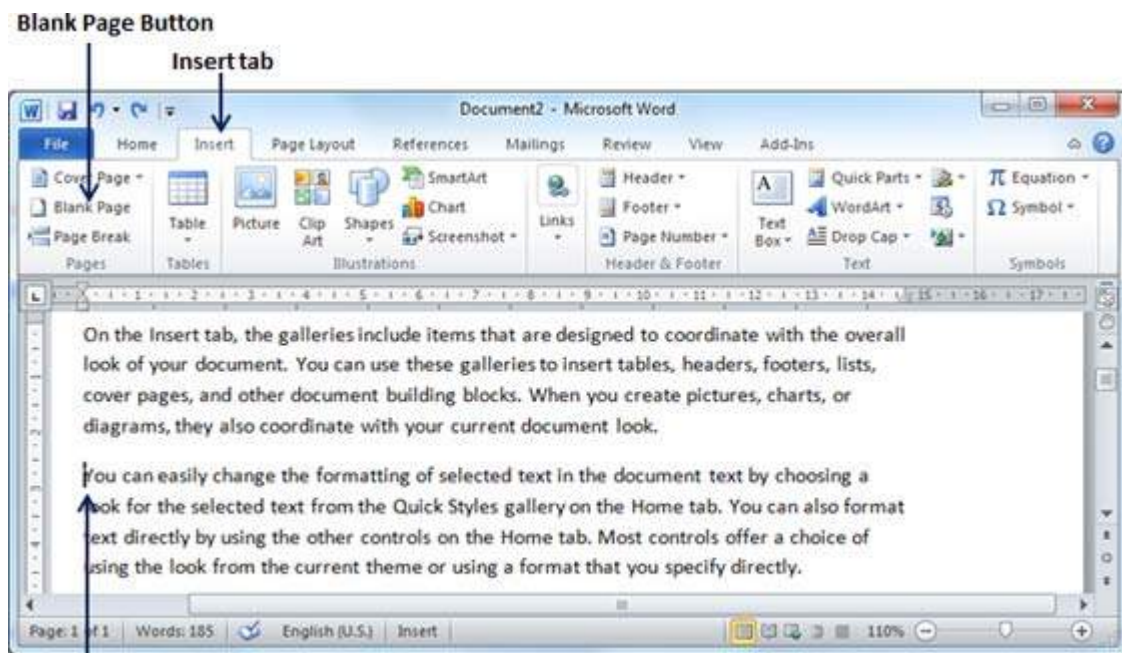
There may be a situation when you would like to insert a blank pages in between your text pages. A blank page is a page which does not have any text or any other content over it. This chapter will teach you how to insert as well as how to delete a blank page from your Microsoft Word document.

## Insert Blank Pages:

Following are the simple steps to insert blank page in a word document.

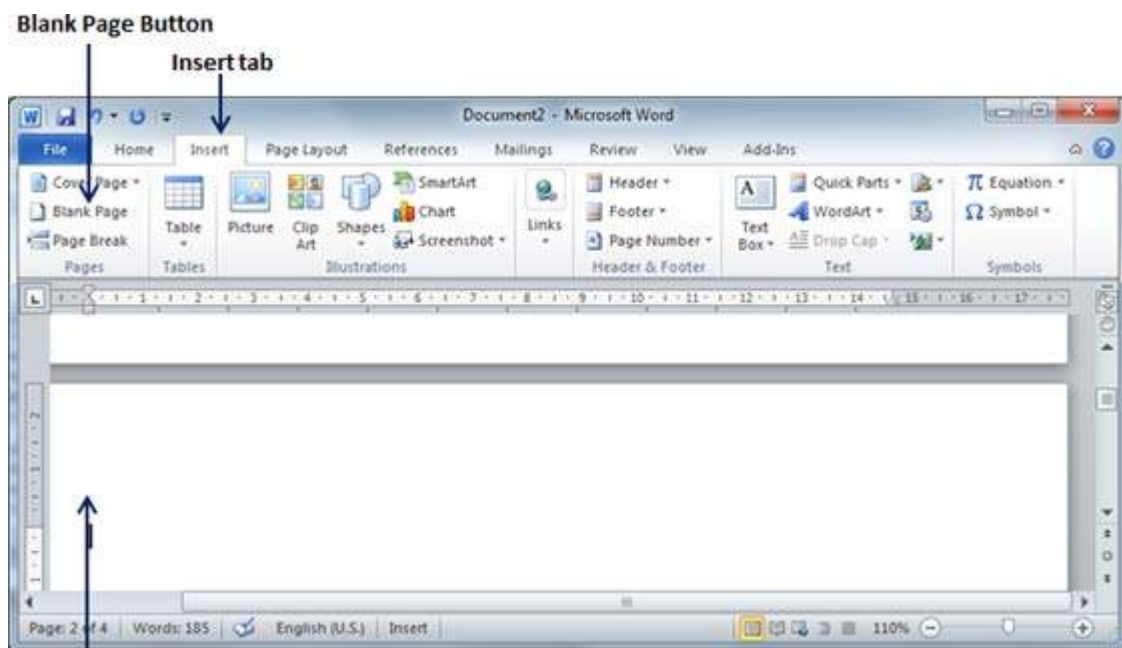
**Step 1:** Bring your insertion point immediately before the text that you want to insert a blank page.

**Step 2:** Click the **Insert tab**, and click **Blank Page** button available in the Pages group.



Insertion Point

Word inserts a new blank page and moves all text after the page break onto a new page.

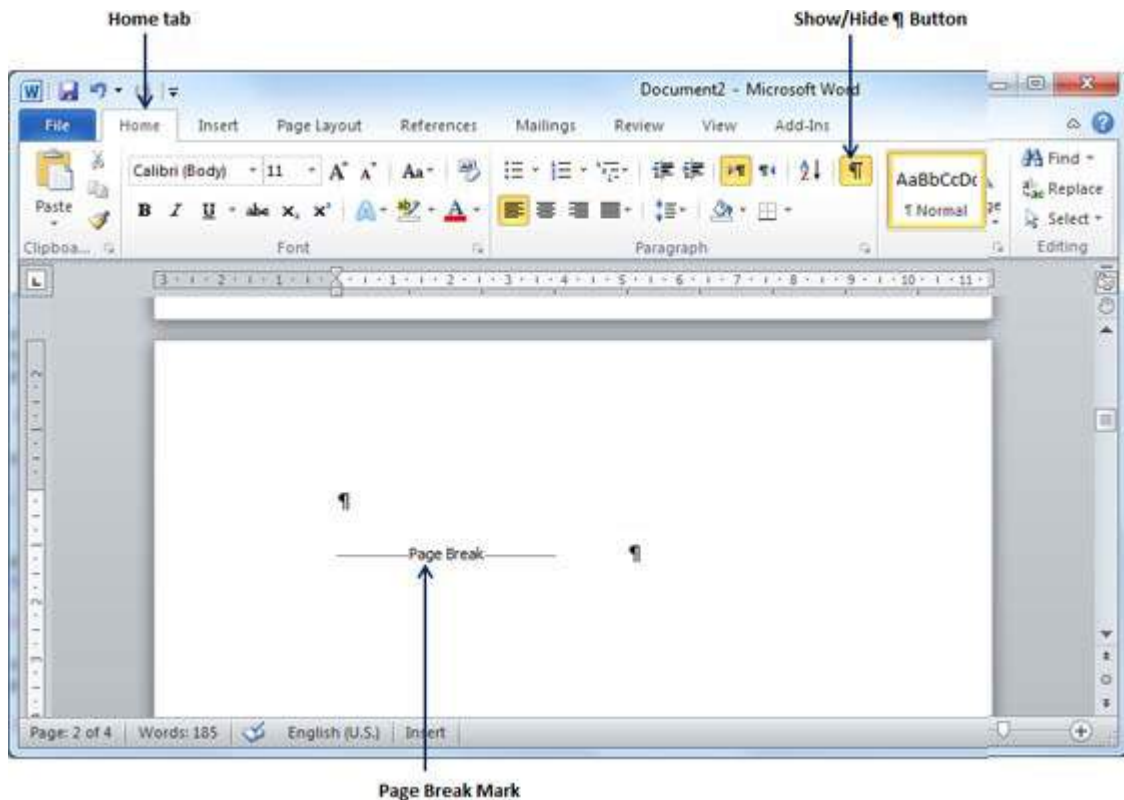


Blank Page

## Delete Blank Pages:

Following are the simple steps to delete blank page from a word document.

**Step 1:** Click the **Home tab**, and click **Show/Hide ¶** paragraph marks button available in the Paragraph group or simply press **Ctrl + Shift + \*** keys. This will display all the page breaks as shown below:



**Step 2:** Bring your cursor immediately before the **Page Break** mark available on the blank page and press **Delete Key**. This will delete the blank page and again you can click **Show/Hide ¶** paragraph marks button to hide all the paragraph marks.

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