

Instructions for fixing split text errors - dropped lines in Word

Fix the error of words being split in half - lines falling out in Word quickly. This is a common error, see more for tips on how to fix it successfully.

Errors of word splitting, spacing, skipping letters, and dropped lines are extremely common among Word users. Usually this error is often caused by copying or downloading files and then editing them. In this article, I will show you how to fix split text - dropped lines error in Word. If done correctly, you will quickly fix the error and continue your work.





Currently, according to **TipsMake**, it is known that this error is often caused by text format, Word window size is too small, line format being applied and finally your computer configuration.

You don't need to dig too deeply into its cause because it is an error that is often unavoidable. So next I will go directly into how to fix split text - dropped lines error in Word 2010, 2016,.

Fix the error of words being split in half - lines falling out in Word in the settings

This is the most successful way to fix split text errors in Word.

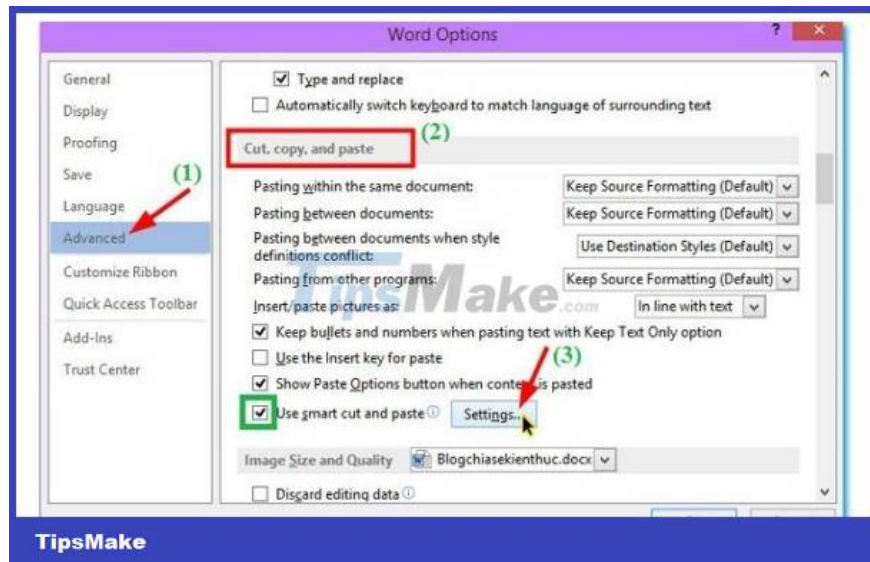
First, you always need **to select the split text** to edit.

Then proceed to **Cut, Copy, Paste Settings** as follows:

? The first step is to go to Word settings: File => Options.

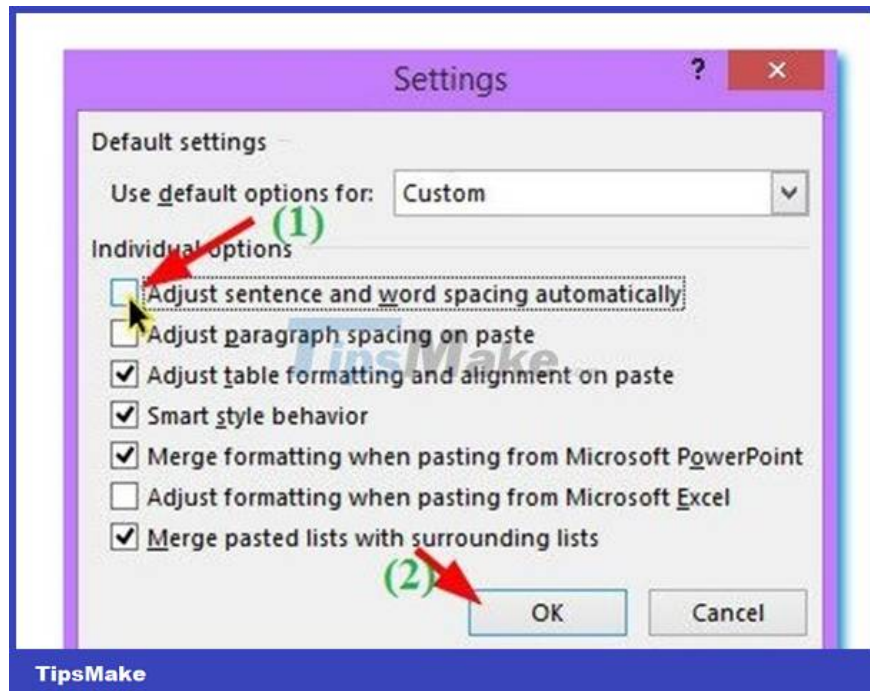
? When the **Word Options** table appears, go to the next step and follow the instructions as follows:

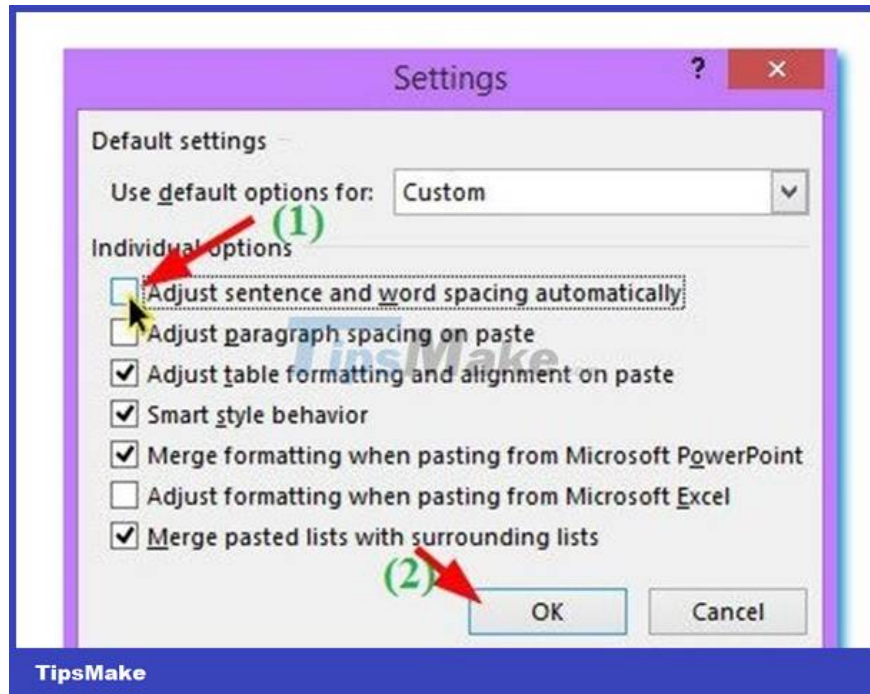
1. Select **Advanced** .
2. Find the **Cut, Copy, and Paste** section in the table.
3. Click **Settings** in the '**Use smart cut and paste**' row .



When the **Settings** panel appears, uncheck the box as shown and click **Ok** .

1. **Adjust sentence and word spacing automatically** means '*Automatically adjust the spacing between sentences and words*' .





The same applies when fixing split text - dropped lines in Word 2016.

Instructions for fixing dropped text errors in Word

Letters being split when entering a line in Word is a more common situation than letters being split in half. Therefore, please note it down right away so you can use it when you need it!

Method 1: Fix the error of words being split in half - dropped lines in Word with a basic check

(Applies even when there is a word separation error)

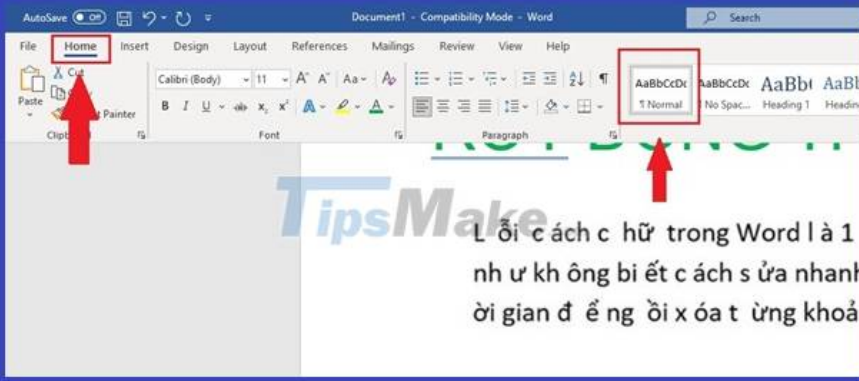
Step 1: Select the text with dropped lines

Move the mouse to select text with dropped lines or press **Ctrl + A** to select the entire text.

Step 2: Check line format

On the toolbar select '**Home**' and navigate to the '**Paragraph**' group. Check whether specific line formatting is applied to the text.

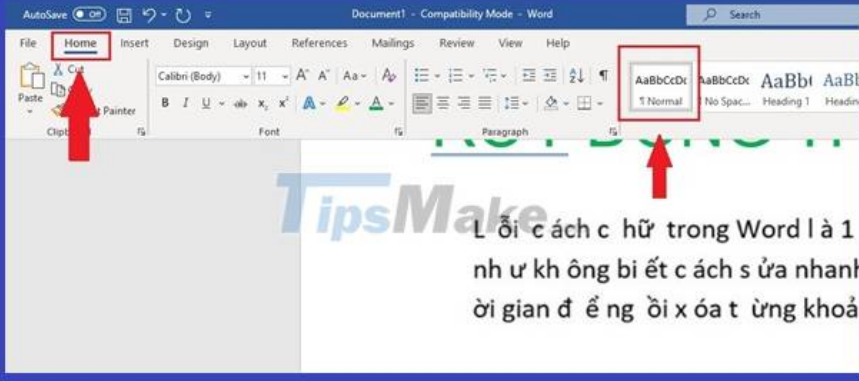
If so, select **Single** to ensure the text does not have dropped lines.



The image shows the Microsoft Word ribbon interface. The 'Home' tab is selected and highlighted with a red box and a red arrow pointing to it. In the 'Paragraph' group, the 'Normal' style is highlighted with a red box and a red arrow pointing to it. The ribbon includes sections for Font and Paragraph. The text 'TipsMake' is overlaid on the ribbon area.

Lỗi cách chữ trong Word là 1
nhưng không biết cách sửa nhanh
đời gian để ngòi xóa từng khoảng

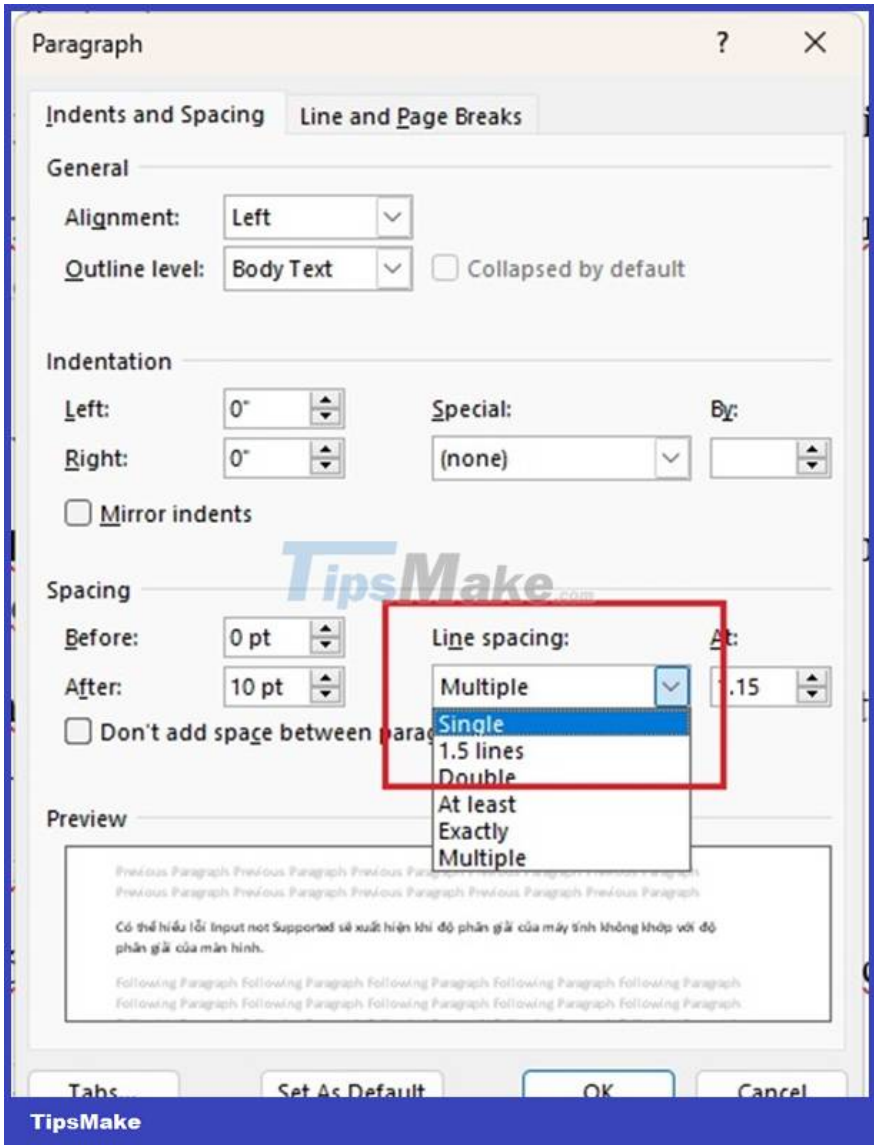
TipsMake

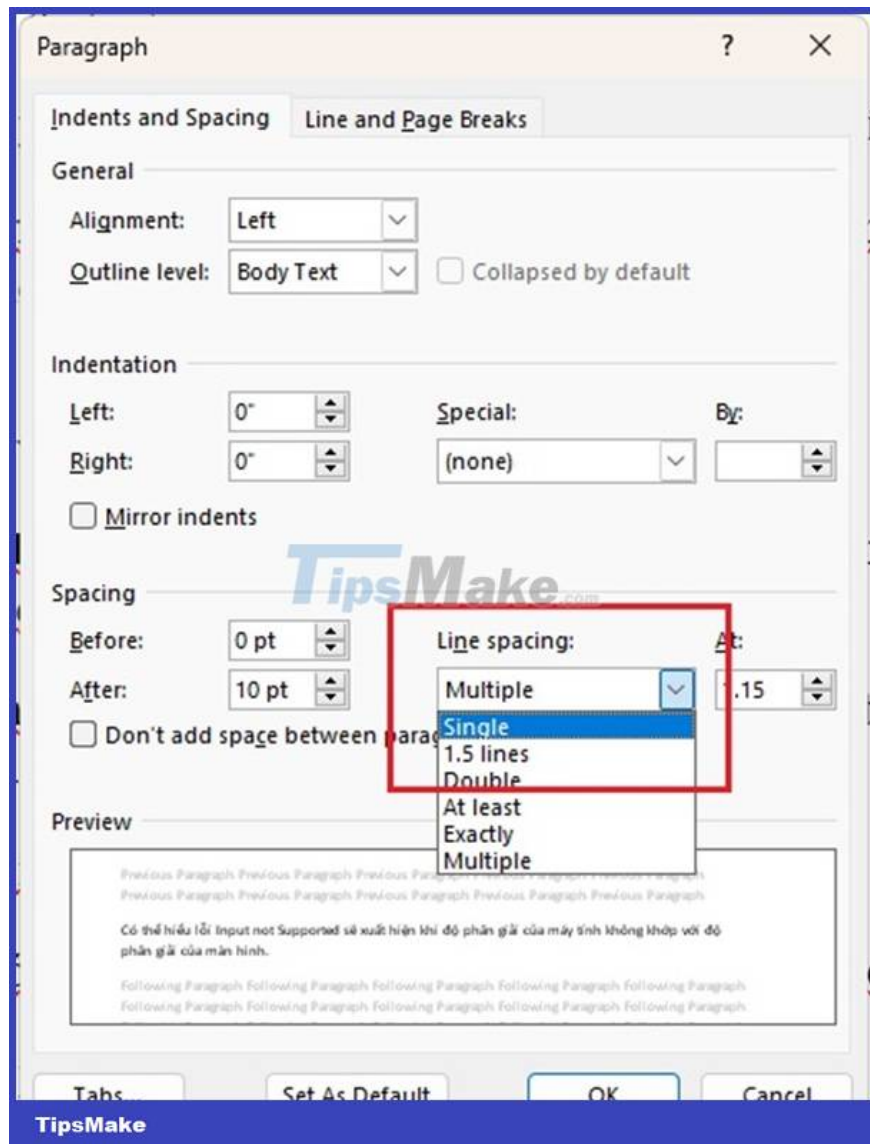


This image is an identical copy of the one above, showing the Microsoft Word ribbon with 'Home' and 'Normal' highlighted by red boxes and arrows. The text 'TipsMake' is overlaid on the ribbon.

Lỗi cách chữ trong Word là 1
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Step 3: Adjust column widths if you are using a table. Because if they are too narrow, the line may drop.

Step 4: Check the text format to see if flexible text formatting is applied.

Go to the toolbar, select **Layout** , then find the '**Paragraph**' group. Check whether flexible text formatting is applied. If so, select '**Justified**' or '**Left**' to ensure that the text does not fall off the line.

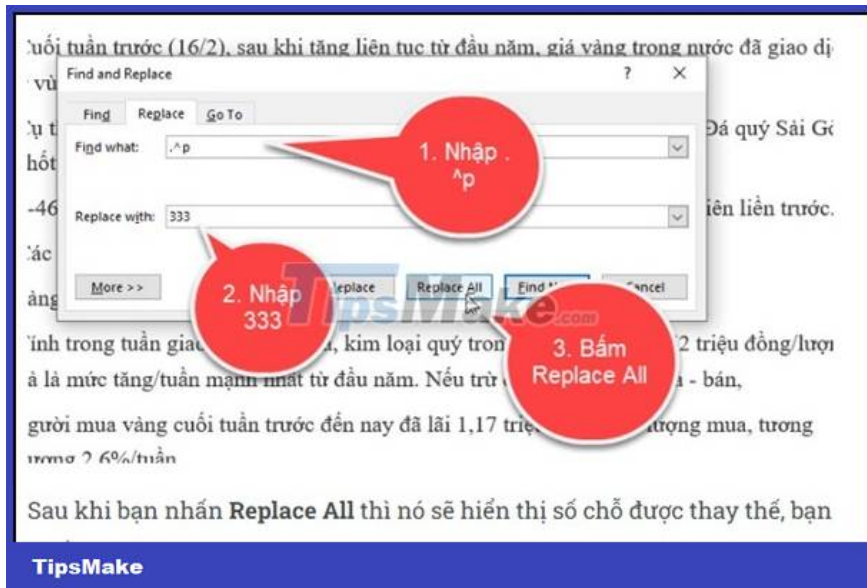
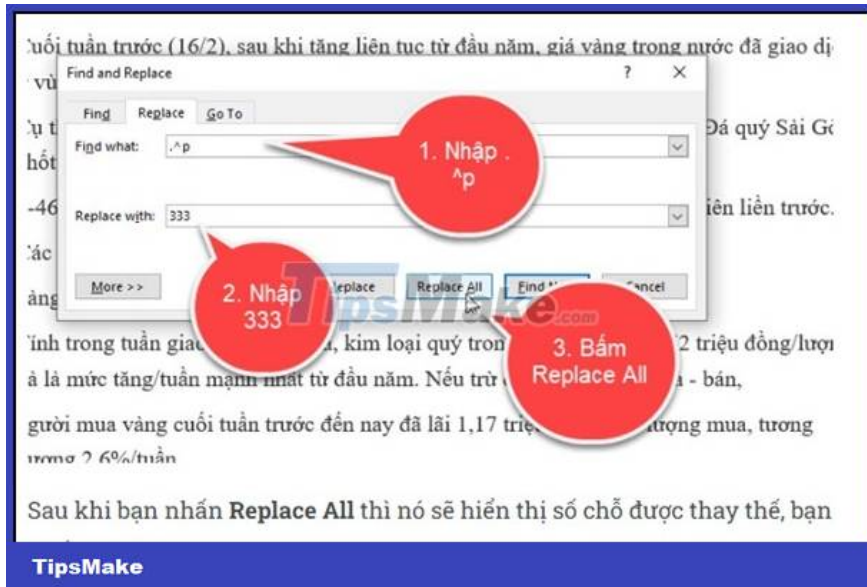
Method 2: Use the Find and Replace dialog box to fix dropped lines

? Stage 1: Change newline characters

Press the key combination **Ctrl + H** , the **Find and Replace** dialog box will display.

On the **Replace** tab , enter in the 'Find what' box the character **.^p** (the '.' sign is the end of the sentence, 'p' is the new line) and enter any character in **Replace with**.

Click **Replace All** > **Ok** to replace all automatically dropped characters in Word.



? Stage 2: Set up spaces

Please open the Find and Replace dialog box similar to above and then set the Replace tab as follows:

1. Find what box : re-enter the character **^p** (no dot)
2. Replace with box : press the Space key (space) to enter a space



Continue pressing Replace All to apply to delete blank rows and fix dropped lines in Word.

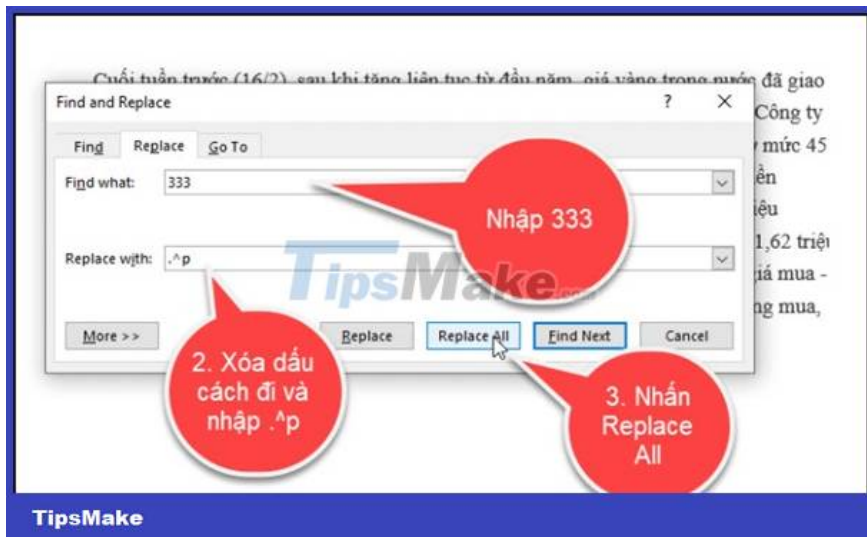
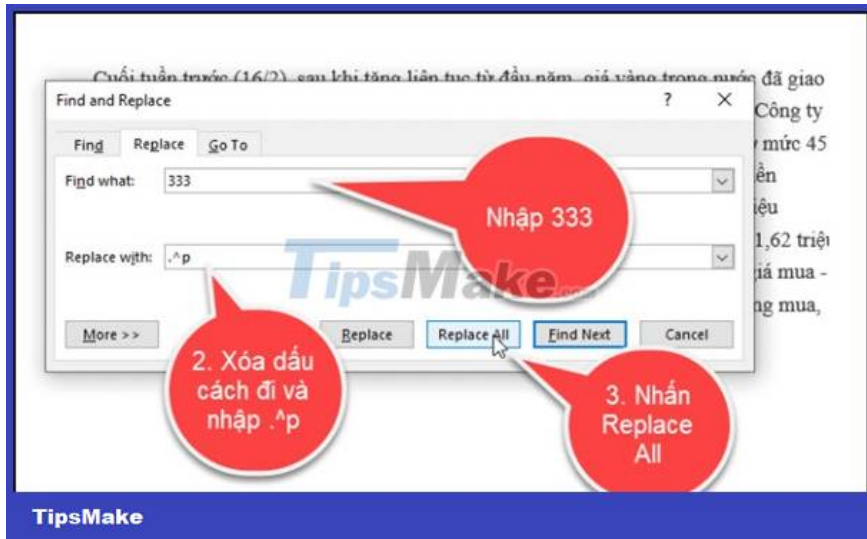
? Stage 3: Delete the content in the Find what and Replace with boxes.

Pay attention to the blank paragraph previously entered in the **Replace with** box . Remember to **Replace All**.

? Stage 4: Re-enter the content and complete

This is the reverse import process compared to phase 1:

1. In the **Find what:** box , re-enter the Replace character in step 1.
2. In the **Replace with** : box, re-enter the characters of Find what in stage 1.



Press **Replace All** to apply press **OK** and turn them off completely.

So in this article, I have guided you to fix the error of text being split in half - falling lines in Word. This is a relatively useful trick, so save it for when you need it

You finished reading the article "**Instructions for fixing split text errors - dropped lines in Word**" edited by the [TipsMake](https://tipsmake.com) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.