

WHEN YOUR PRINTER SPEWS OUT BLANK PAGES AT THE END OF A DOCUMENT

If your printer spews out an extra page at the end of a print job, it is probably because you have entered several blank lines at the end of the document that have carried over to an additional page. The printer doesn't care whether or not the page has printed images on it. If this happens to you, place your cursor at the end of the final sentence in the document and strike the Delete key until you see the blank page disappear. A good way to check all your keystrokes (including spaces and Enter keys) is to have your show/hide keystroke button turned on. Find this icon (¶) on your word-processor's toolbar and select it.

If **all** your files add a blank page to the printed outcome, then you will need to reduce the number of pages in the Separator Page box to zero. To reset your Separator Page, follow these steps:

1. Select the Search button.
2. Type *Control Panel*.
3. Select the Control Panel bar at the top of the column.
4. Click on Devices and Printers
5. Right-click on your default printer icon.
6. Click **Printer Properties**.
7. Click on the **Advanced** tab.
8. Click the **Separator Page** button. If there is any file in the Separator Page box, clear it and click OK.