

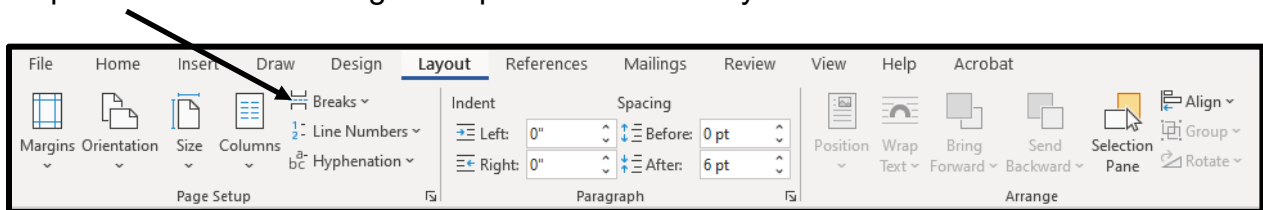
Page Breaks and Section Breaks

Page Breaks

As you type your document, Word automatically breaks text at the bottom margin of each page. Text continues on the next page, unless you specify otherwise. How much text displayed on each page is based on many factors, including margins, type size, and paragraph specifications.

Word inserts soft page breaks at the end of every page and adjusts them as necessary when you edit, add, or remove text. If you want to force a page to break at a particular place in your document, you can insert a hard page break.

You insert a hard page break by pressing **CTRL + Enter** or by clicking the Break dropdown menu in the Page Setup section of the Layout menu Ribbon.

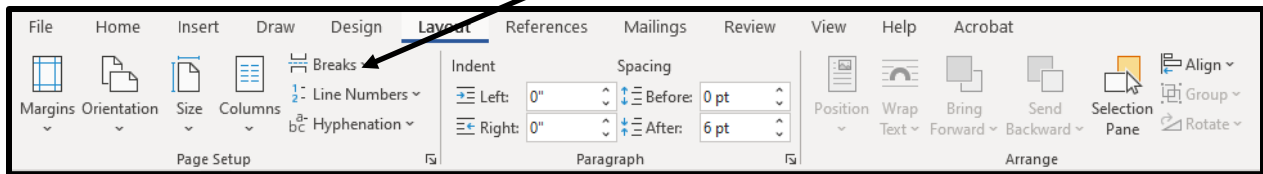


Section Breaks

Word uses sections as a way to divide your document into parts that you can format differently.

By default, a document contains only one section. A section break marks the point in your document where new formatting begins. The text following the section break, along with its new formatting, begins in your document immediately.

Adding section breaks is done by clicking the Break dropdown menu in the Page Setup section of the Layout menu Ribbon.



- The **Next Page Section Break** is used when you want the new section to begin on the next page. This is useful when you want to change the header or footer in the section, or when you change the page orientation (e.g., going from portrait to landscape).
- The **Continuous Section Break** is used when you want the new section to begin at the insertion point. An example of this is when you create a document that has different column widths on the same page (e.g., such as a full width title followed by a three column list of items).
- The **Odd and Even Page Section Breaks** are used when you want to start the section on the next odd or even-numbered page.

Page Breaks

Page
 Mark the point at which one page ends and the next page begins.

Column
 Indicate that the text following the column break will begin in the next column.

Text Wrapping
 Separate text around objects on web pages, such as caption text from body text.

Section Breaks

Next Page
 Insert a section break and start the new section on the next page.

Continuous
 Insert a section break and start the new section on the same page.

Even Page
 Insert a section break and start the new section on the next even-numbered page.

Odd Page
 Insert a section break and start the new section on the next odd-numbered page.