

Inserting Breaks (Page and Section)

Word comes with multiple ways to make page breaks and section breaks. Determining the correct method for each requirement will create a cleaner document that acts the way you expect it to.

Page Breaks

Page: The first option will place a Hard Page Break at the location of your cursor.

Column: Indicates that the text following the column break will begin in the next column. This is only used if you are using a Double Column format.

Text Wrapping: At times you want text to wrap around objects on a web page, such as caption text from body text. You will rarely use this technique for a proposal.

Section Breaks

Section Breaks should only be used when you are going to change the Headers and Footers or when you are combining multiple documents.

Next Page: Inserts a section break and starts the next section on the next page. Use this one if you want the Section Break to also include a page break.

Continuous: Inserts a section break and starts the new section of the same page. This is helpful when you have a limited page count and need the heading of the new section to start on the same page. If you are combining documents from multiple writers and don't really need each section to start at the top of the next page, this is the option to use.

Even Page: Inserts a section break and starts the new section on the next even-numbered page.

Odd Page: Inserts a section break and starts the new section on the next odd-numbered page.

To insert a break, place the cursor exactly where you want the break and click the down arrow by the Breaks command and choose the appropriate break.

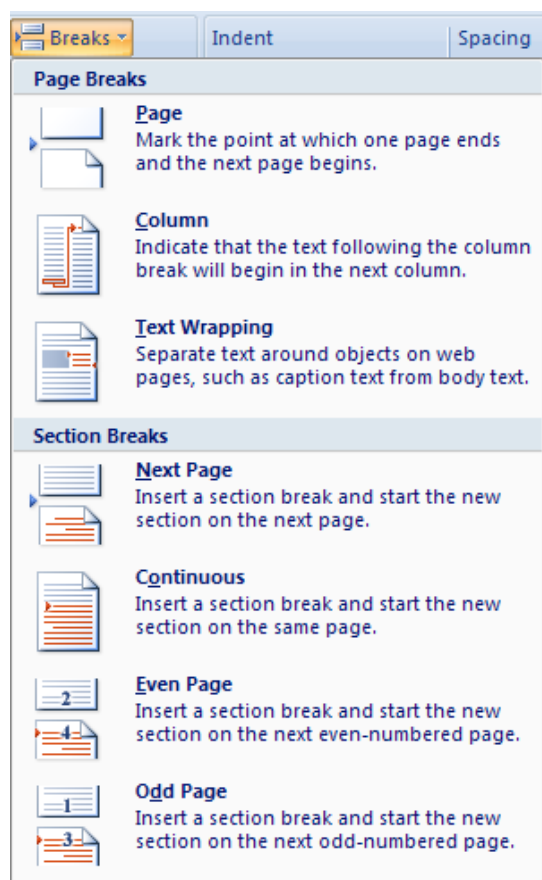
Using Breaks with Master Documents to Get the Correct Headers and Footers

If you have proper Headers and Footers in your Individual Documents, the last document prior to a new section needs to have a Section Break at the end of the document so that when you bring in the next section to your Master, the Headers and Footers will know there is a new section with a new header and footer.

Prevent page breaks between paragraphs

Word will place page breaks in between paragraphs and tables at times that you may not want the table or paragraph to break.

Select the paragraph or text that you want to keep together. On the **Desktop Publisher** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.



Select the Keep with next check box. This will keep the text together.

Page Break Before Paragraph Setting: You can also set the page-break before a certain paragraph heading if you know that no-matter what, this heading needs to be at the top of a page.