

Page and section breaks

Microsoft Word 2007

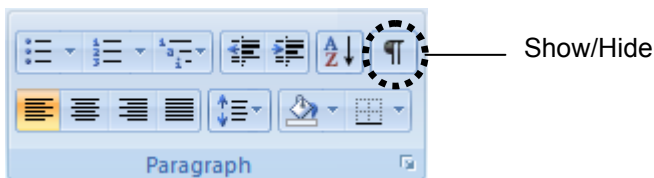
What is the difference between page break and section break?

- **Page Break**
It simply separates content between pages. After the page break, the following text will always start at the beginning of the page.
- **Section Break**
It splits your document into sections and allows you to have multiple different headers/footers in your document. Each section can have its own header/footer formatting. For example, margins, page numbering, header/footer, portrait/landscape orientation, and page border. (See next page for more information)

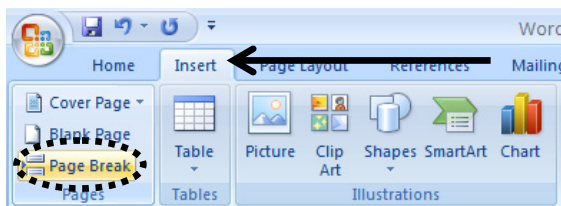
Show/Hide

This toggle button is an essential tool while working with page break and section break. It indicates to you where the breaks are and where you have pressed ENTER and SPACE key.

Note: Show/Hide mark will NOT be printed.



1. Click where you wish to insert a page break
2. **Insert > Page Break**



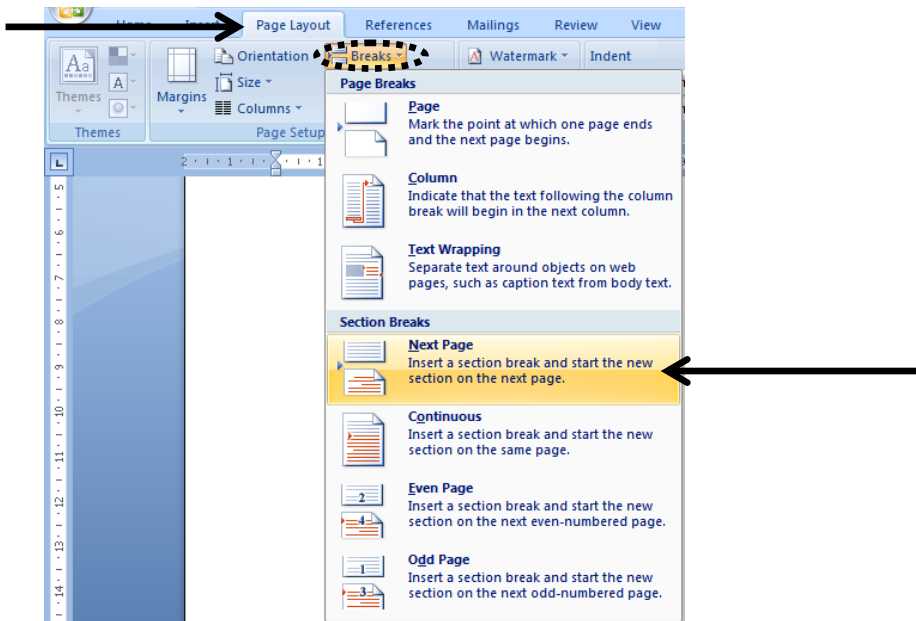
Tip:

Shortcut key for inserting a page break is



Inserting section breaks

1. Click where you wish to insert a section break
2. **Page Layout > Breaks**



3. Under Section Breaks click **Next Page**

NB:

Section breaks are strongly related to **Different First Page** and **Different Odd/Even Headers and Footers** (Page Layout > Page Setup > Layout tab).

When you insert a **Next page section break** in your document, the new section will also have a **Different First Page** setup.

Use the **Different First Page** option if you want a different heading on your first page than on the rest of your document. However, if you need more than just a different heading on your first page, you need section breaks.

Deleting page break/section breaks

Select page number / section break > Press **DELETE** key

NB: Be aware that when you delete a section break, the formatting for the preceding section will be also deleted. Also, **Show/Hide** needs to be turned on in order to see where page break/section break is inserted.

