

How to Insert Breaks into a Document (such as a page break)

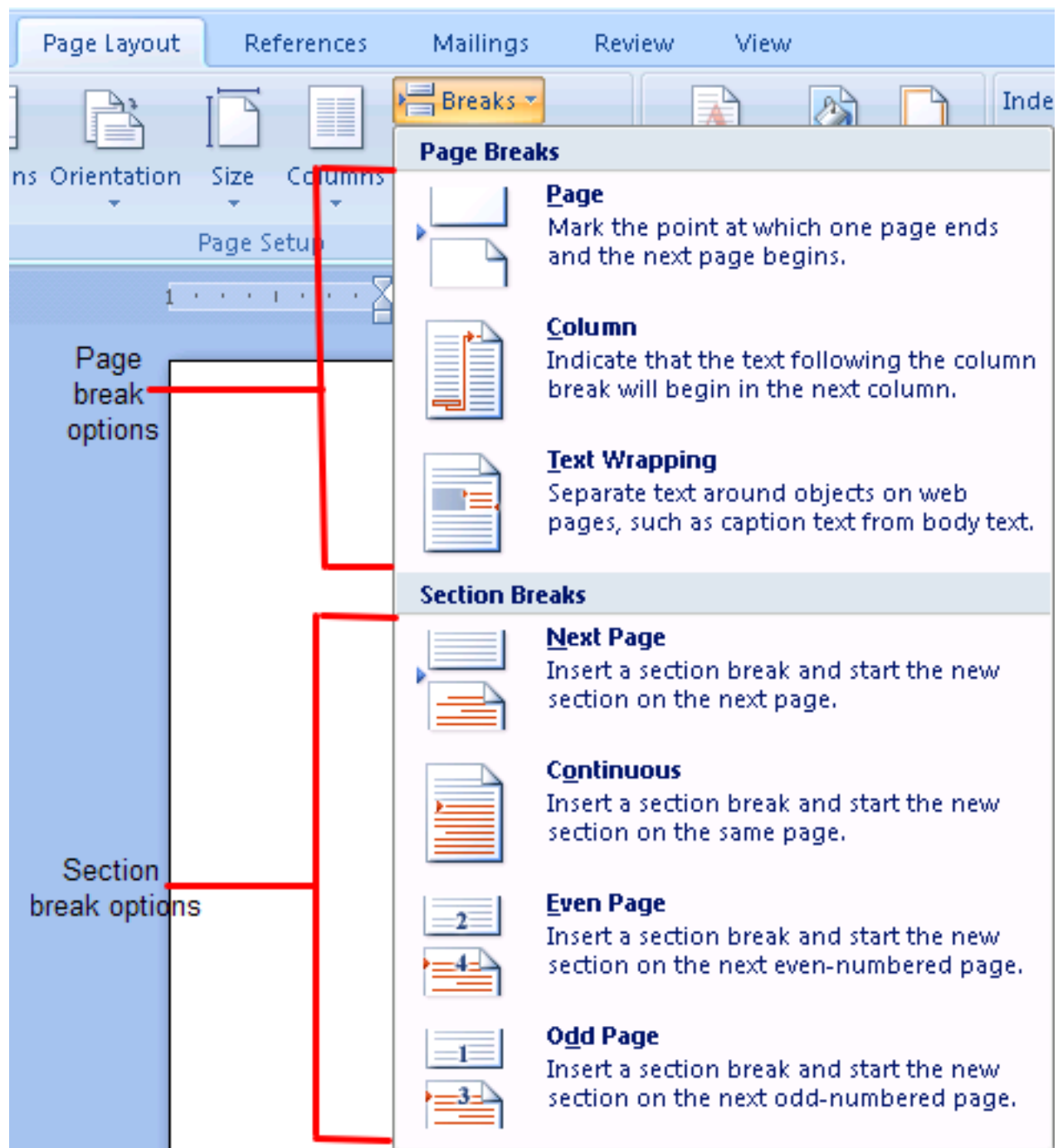
Subject Descriptors: Inserting breaks, What is the difference between a section break and a page break?, Section breaks, Page break, Word: 2007

Application: Microsoft Word: 2007, Windows xp

Task Description: How do I insert breaks into a document? (such as a page break)

Tutorial Date: 19 May 2009, By Sarah Zabriskie

Selecting the Breaks Button



If you want to insert a break at some point in your document, there are several different options you can choose from. To find these options, follow the steps listed below.

- 1) Select the **Page Layout** tab
- 2) In the **Page Setup** group, find and click on **Breaks**
- 3) A drop-down list will appear with several different break options. Browse through these and select the appropriate one for your document.

A Note Concerning Page and Section Breaks

The **Breaks** drop-down box, as shown in the diagram above is separated into two sections: **Page**


Breaks and Section Breaks. All the options in the **Page Breaks** section will allow you to separate sections of text from each other, but will not allow you to format one section differently from another section. For example, if you inserted a page break into your document and you wanted the margins of the text above the page break to be different from those below the page break, word would not be able to comply because the sections are still connected format wise. This is where the section breaks come in handy. If you divide your document into sections using one or all of the options under the **Section Breaks** section, you can apply different margins, page orientation (portrait/landscape), headers and footers, and page numbering sequence to individual sections.

NOTE: Selecting the right break can be a hard decision if you don't understand what the options mean. You can read the short description beside each option, or read through the steps below. They will give you a detailed description of each option.

Inserting a page Break


Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in

Page break
was placed
here.



So the rest of the text after the cursor was sent to the next..

Liberty, and dedicated to the proposition that all men are created equal.



Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a

The **Page Break** is the first option in the drop-down box. Page breaks will make the next page start at the current position. So it will make any text to the right and below the cursor go onto the next page. To insert a page break, place your cursor where you would like the page break to be. Then follow the directions in step one and select **Page**.

NOTE: You may also insert a page break by selecting the **Insert** tab and clicking on the **Page Break** button near the upper left corner of the screen.

Inserting a Column Page Break

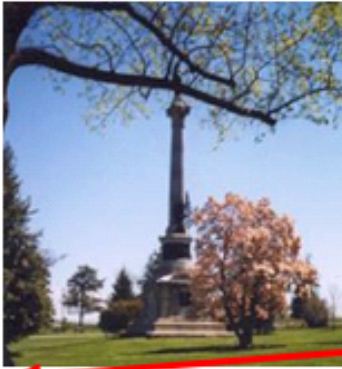
So the rest of the text after the cursor was sent to the next column.

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Column break was placed here.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

The **Column Page Break** is the second option in the drop-down box. Column breaks will make the next column start at the current position. So it will make any text to the right and below the cursor go into the next column. To insert a column break, place your cursor where you would like the column break to be. Then follow the directions in step one and select **Column**.



Four score and seven years ago our fathers brought forth on this continent,

A text wrapping break was inserted here. **1**

3 Now I can type whatever I want to here and the body text below will not go down another line until I reach it with the text I type.

So it moved all the text after the break below the picture. **2**

a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

The **Text Wrapping Page Break** is the third option in the drop-down list. Text wrapping breaks will separate the text you use to type in a caption for a picture, or other object, from the body of the text.

1) To insert a text wrapping break, you must choose a text wrapping option for the picture so you can put text right next to the picture.

2) Put your cursor next to the picture where you want the caption to go and select **Text Wrapping Break** from the **Breaks** drop-down box.

3) You may then type your caption next to the picture.

Without inserting the text wrapping break, the text right below the picture (Which is not part of the caption text) would have been separated from the picture each time you typed something in the caption space. With the text wrapping break, you are able to type your caption without worrying about reformatting your text when you are finished because the body of the text will stay where it is.

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Since this is a section break, I can now change the format of this section without changing the format of th...

Next page section break was inserted...

So the rest of the text after the cursor was sent to the next page.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

The **Next Page Section Break** is the fourth option in the drop-down list. Next page breaks will insert a section break into the document so you can put different formats on the two sections. It also sends the text after the section break to the next page just like a regular page break would do. To insert a next page section break, place your cursor where you want the section break to begin. Then follow the directions in step one and click **Next Page**.

Inserting a Continuous Section Break

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. ← Continuous section break placed here.

Text below the section break was moved down a space.

→ **Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.**

The format of this text can now be changed without disturbing the format of the text above.

The **Continuous Section Break** is the fifth option on the drop-down list. Continuous section breaks will allow you to insert a section break without making the next section of text go onto the next page. All the text to the right and below the cursor will be moved down a space so there is a little bit of space above and below the section break. Continuous section breaks are usually used to format sections of text differently when they are on the same page. To insert a continuous section break, place your cursor where you want the section break to begin. Then follow the directions in step one and click **Continuous**.

Inserting an Even Page Section Break

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

section break inserted here.

Page one

So all text below the cursor was sent to the next even-numbered page. ...

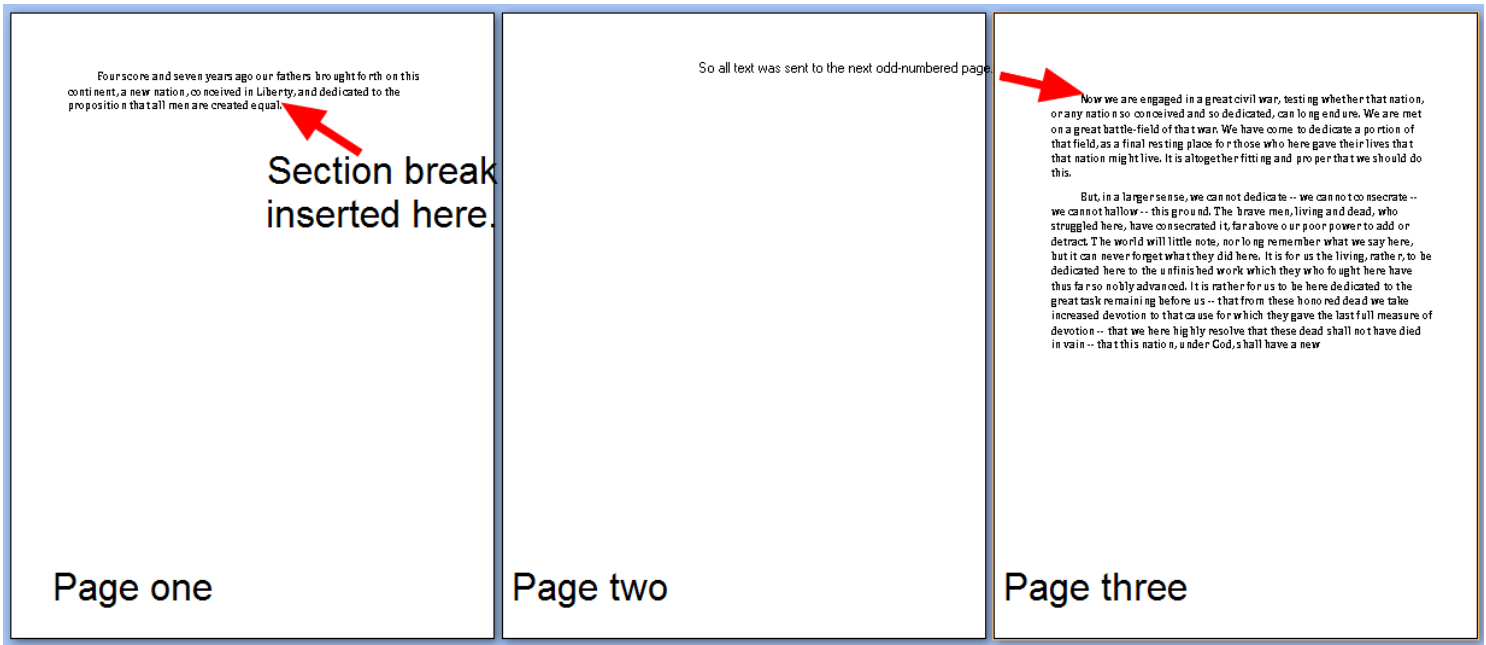
Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But in a larger sense, we cannot dedicate -- we cannot consecrate -- we cannot hallow -- this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember what we say here, but it can never forget what they did here. It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us -- that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion -- that we here highly resolve that these dead shall not have died in vain -- that this nation, under God, shall have a new

Page two

The **Even Page Section Break** is the sixth option on the drop-down list. Even page section breaks allow you to insert a section break into the document. It will then send all text to the right and below the section break to the next even-numbered page. To insert an even page break, place your cursor where you want the section break to begin. Then follow the directions in step one and click **Even Page**. This is a section break, so you can change the format of one section without disrupting the other sections.

Inserting an Odd page Section Break



The **Odd Page Section Break** is the seventh and last option in the drop-down list. Odd page section breaks allow you to insert a section break into the document. It will then send all text to the right and below the section break to the next odd-numbered page. To insert an odd page break, place your cursor where you want the section break to begin. Then follow the directions in step one and click Odd page. This is a section break, so you can change the format of one section without disrupting the other sections.