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

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


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 seperated 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 battlefield 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.

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.
Inserting a Text Wrapping Page 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.

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 the...

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.
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. 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 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.
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.
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.