

# Microsoft Word - Section Breaks



## Section Breaks.

As you fill a page, Word inserts a page break and starts a new page. When you add or delete text, this soft page break moves. The soft page break appears as a dotted grey line in the Normal view.

To start a new page before the current page is filled we will need to insert a hard page break that does not shift as you edit text.

The hard page break appears as a dotted grey line with the text Page Break centred in Normal view.

A **section** is a mini-document within a document that stores margin settings, page numbering, page orientation etc.

## Types of Section Breaks.

There are four different types of section breaks.

**Next page:** A *next page* section break will start the next section of the document on a new page. (use this if you require to create different headers and footers for different chapters).

**Continuous:** A *continuous* section break allows you to isolate text within a page. (good example of this is a newspaper effect using multiple columns, whereas by default Word is in one column spanning from the left to right margin).

**Even Page:** The *even and odd page* section breaks are used in documents with double-sided formatting.

An even page section break will start the section on the next even page (useful to ensure that the next chapter begins on a left hand page).

**Odd Page:** An odd page section break will start the section on the next odd page (useful to ensure that the next chapter begins on a right hand page).

## Applying a Section Break.

1. **Position** the insertion point in the document.
2. **Select** the **Page Layout** tab from the ribbon.
3. **Click** on **Breaks**.
4. **Select** the required **Section Break**.

Page Layout

Breaks

### 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.

