TENNESSEE STATE UNIVERSITY

COMPUTER TIPS AND TRICKS

Productivity Tip

For those who routinely create long, complex documents, have you ever wondered how you can organize your document better and actually show different parts of the document?

Section Breaks in Microsoft Word

Insert a section break

1. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
2. Click the type of section break that you want to use.

Types of section breaks that you can insert

Section breaks are used to create layout or formatting changes in a portion of a document. You can change the following formats for   individual sections:

- Margins
- Paper size or orientation
- Paper source for a printer
- Page borders
- Vertical alignment of text on a page
- Headers and footers
- Columns
- Page numbering
- Line numbering
- Footnotes and endnotes

NOTE A section break controls the section formatting of the text that precedes it. When you delete a section break, you also delete the section formatting for the text before the break. That text becomes part of the following section, and it assumes the formatting of that section. For example, if you separate the chapters of a document by using section breaks and then you delete the section break at the beginning of Chapter 2, Chapter 1 and Chapter 2 are in the same section and assume the formatting that previously was used only by Chapter 2. The section break that controls the formatting of the last part of your document is not shown as part of the document. To change the document formatting, click in the last paragraph of the document.

Section break examples

The following examples show the types of section breaks that you can insert. (In each illustration, the double dotted line represents a section break.)

- The **Next Page** command inserts a section break and starts the new section on the next page. This type of section break is especially useful for starting new chapters in a document.

- The **Continuous** command inserts a section break and starts the new section on the same page. A continuous section break is useful for creating a formatting change, such as a different number of columns, on a page.
- The **Even Page** or **Odd Page** command inserts a section break and starts the new section on the next even-numbered or odd-numbered page. If you want document chapters always to begin on an odd page or on an even page, use the **Odd page** or **Even page** section break option.

Change the document layout or formatting by using section breaks

1. Click where you want to make a formatting change.

   You might want to select a portion of the document around which to insert a pair of section breaks.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
3. In the **Section Breaks** group, click the section break type that fits the type of formatting change that you want to make.

   For example, if you're separating a document into chapters, you might want each chapter to start on an odd page.
   Click **Odd Page** in the **Section Breaks** group.

Remove changes of the document layout

A section break defines where a formatting change occurs in the document. When you delete a section break, you also delete the section formatting for the text before the break. That text becomes part of the following section, and it assumes the formatting of that section.

Make sure that you're in Draft view so that you can see the double dotted line section break.

1. Select the section break that you want to delete.
2. Press **DELETE**.