

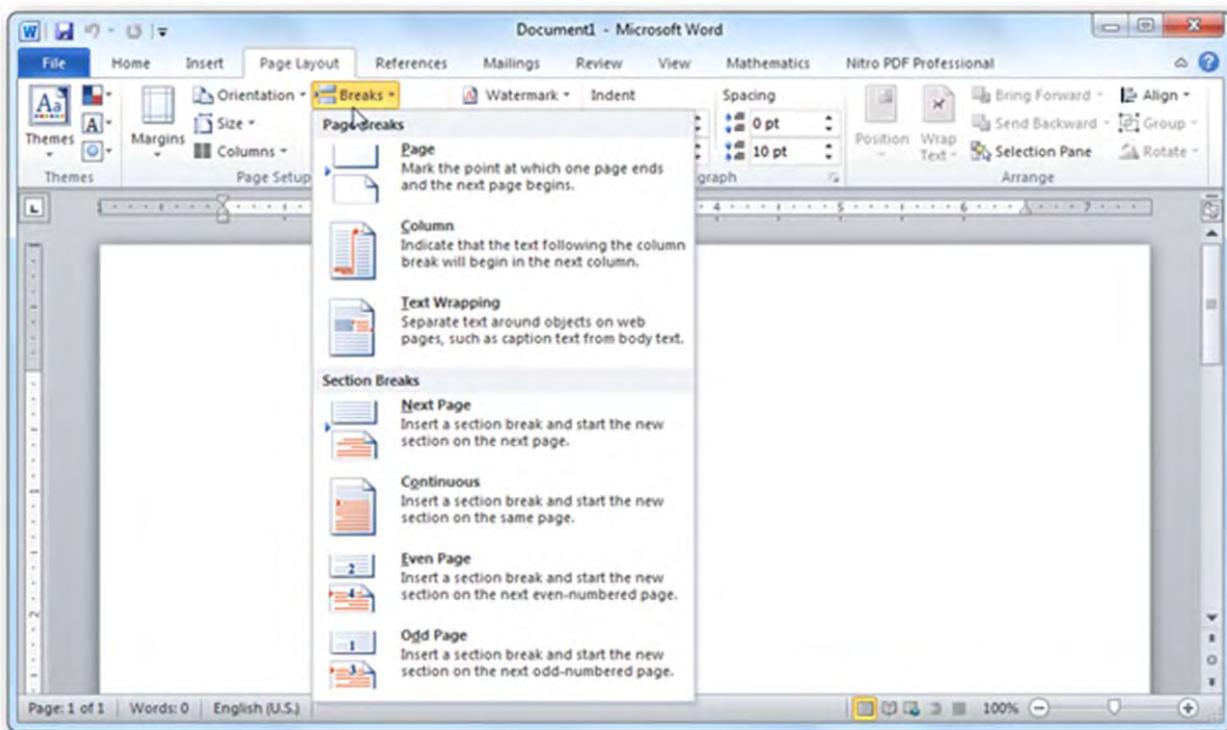
# Breaks

Have you ever struggled to get the formatting of a long document looking like you want in each section? Let's explore the Breaks tool in Word and see how you can use breaks to get your documents formatted better.

Word includes so many features, it's easy to overlook some that can be the exact thing we're looking for. Most of us have used Page Breaks in Word, but Word also includes several other breaks to help you format your documents. Let's look at each break and see how you can use them in your documents.

## Where are all the breaks hiding?

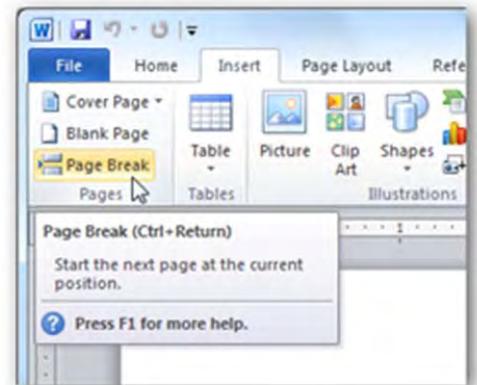
If you're using Office 2007 or 2010, you can insert a Page Break from the *Insert* tab. All the other breaks are listed in the *Page Layout* tab. Click the *Breaks* button, and you'll see all 7 of the page and section breaks you can use in Word.



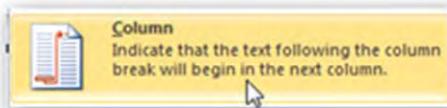
Ok, now you're ready to add breaks to your document. Here's what each one can do:

## Page Break

Page Break is the one most of us have used, and you can add one from the *Insert* tab or the *Page Layout* tab. As you likely already know from experience, page breaks only start you on the next page; all formatting will be kept the same from your original page to your new one. Use this when you want to just start typing on a new page but want the formatting to all stay the same.

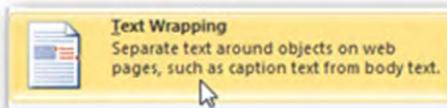


## Column Break



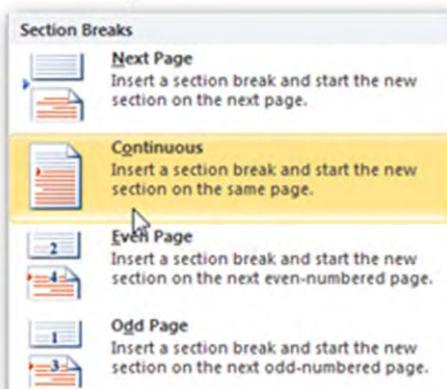
Have you ever been writing a multi-column document and wanted the last line on the column to go to the next line? You could just press *Enter* a couple more times, but then your formatting will be messed up if you edit your text. A better way is to insert a Column Break. This will move you to the next column, leaving your previous text in the first column. If you go back and add more text to the first column, it'll just go on down in the same column unless you add enough to overflow it.

## Text Wrapping



Want to have caption text around a picture? Select the text beside the picture, and select *Text Wrapping*. This will let you keep this text together with consistent formatting, and will flow the rest of the document around this section.

## Next Page, Section Break, and Even/Odd Page Breaks



The most important break, in our opinion, is the *Next Pagebreak*. Unlike the standard *Page Break*, this option moves you to the next page *and* gives you entirely separate formatting in the new section. The Even and Odd Page breaks let you insert a section break and go to the next even or odd page, respectively, so you can easily format your documents for left and right pages in a book. Alternately, the *Continuous* break does the same thing without putting you on a new page.

Want to switch from 2 column text to single column, or want to apply a new font scheme to only the cover page? This is the break you'll want. Now you can format a full document with cover, contents, and references, all with their own unique formatting but saved in the same document.

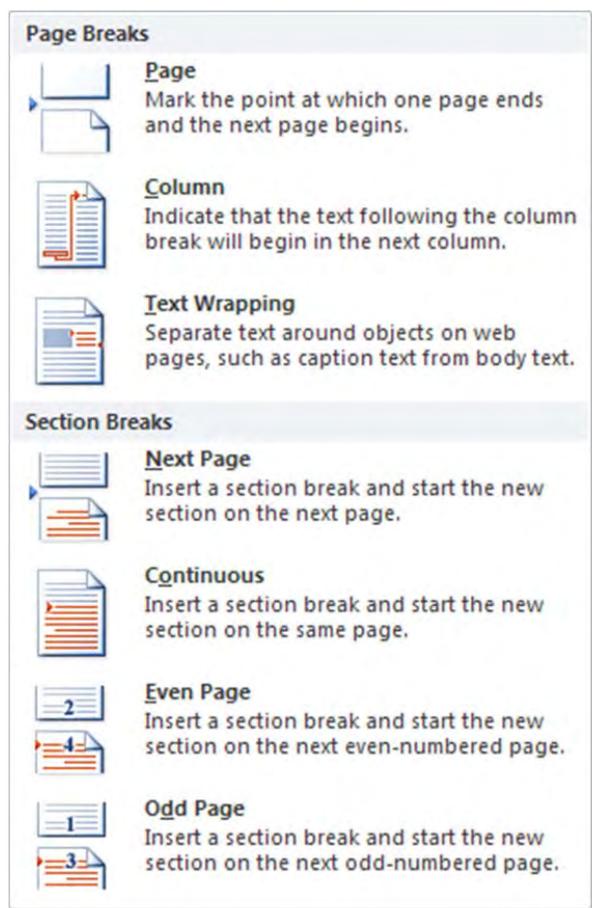
Section breaks in Microsoft Word 2010 can be a godsend if you need to perform any of the following tasks:

- use page numbering that starts at 1 for each section of your document (for example, different chapters in the same document).
- display text in two columns for only a portion of your document and then return to the default one column afterwards.
- display different header and footer information for different parts of your document.

Section breaks divide a document up into different sections, thus allowing you to apply different formatting or layout options to those sections.

## To Insert A Section Break

To insert a section break in your document, click Page Layout > Page Setup > Breaks. The following panel is split up into page breaks and section breaks.



There are several kind of section breaks we can insert, and a description of each follows.

## Next Page Section Break

The Next Page section break starts a new page and starts the new section on the new page. This section break is useful when you want to start new chapters in your document.

## Continuous Section Break

A Continuous Section Break doesn't start a new page so you can actually have several breaks on the same page. You would use a continuous break if you wanted different kinds of formatting on the same page, for example one section of the page displaying in two columns and the rest in one.

## Even Or Odd Page Section Break

Inserting an Even or Odd Page Section break inserts the section break and then starts the new section on the next odd or even numbered page. Those people wanting their new chapters to always start on an odd or even page should use this option.

In addition to inserting section breaks where you need them as you are typing your document, you can also select text and insert section breaks *around* that text. The method is the same, and you use the same options on the section break menu.

# Tutorial: Creating section/chapter headers and footers in MS Word

## What do you want to do?

I have a MS Word document with several pages. I have already placed a title in the header and placed my footer to set page numbers.

1. What are some things to consider before I begin creating sections/chapters in my document?
2. What is the difference between a "Page Break" and "Section Break (Next Page)"
3. How do I give each chapter a new header?
4. How do I restart the page numbering system for each chapter?

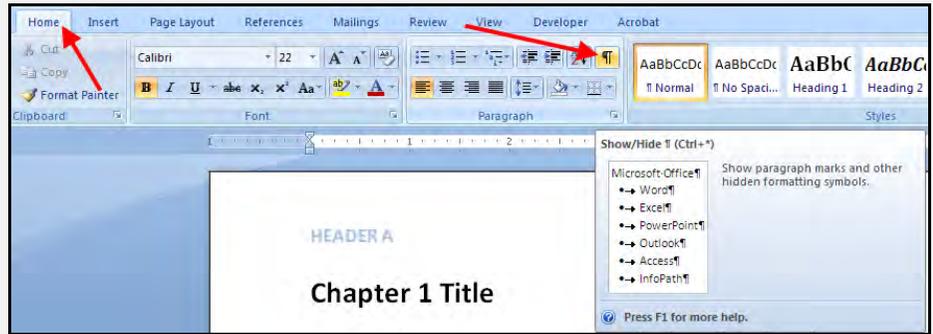
## Things to consider before you begin

### 1.1

To help view how your document will be divided, turn on the "hide/show

paragraph  " tool (located within the "Home" tab.

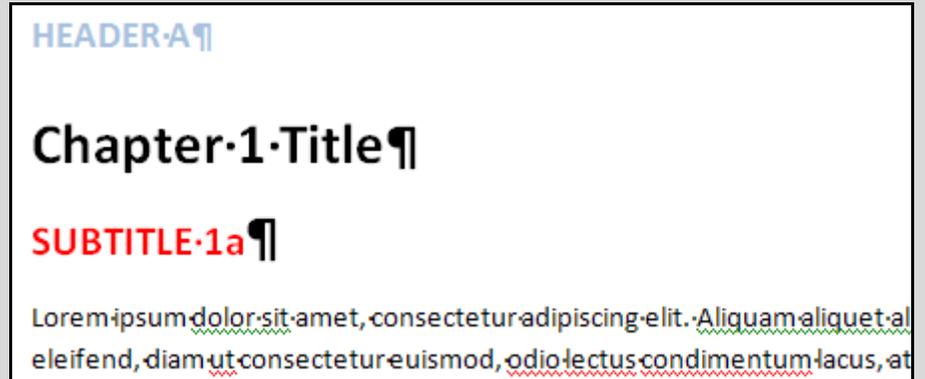
This tool shows paragraph mark and other hidden formatting symbols.



### 1.2

If the "hide/show

paragraph  " tool is turned on, the formatting style of the document will be visible.



### 1.3

Common formatting styles that may now be visible in the document.



## 1.4

In this example, <http://www.coe.uh.edu/cite/training/tutorials/office/chapters-example.doc>, the document has three chapters with subpages in each chapter.

### Header A

#### Chapter 1 Title

Subtitle 1a (with Footer A)

Subtitle 1b (with Footer A)

Subtitle 1c (with Footer A)

← ---- Page Break ----

← ---- Page Break ----

← === Section Break (Next Page) ===

### Header B

#### Chapter 2 Title

Subtitle 2a (with Footer B)

Subtitle 2b (with Footer B)

Subtitle 2c (with Footer B)

← ---- Page Break ----

← ---- Page Break ----

← === Section Break (Next Page) ===

### Header C

#### Chapter 3 Title

Subtitle 3a (with Footer C)

Subtitle 3b (with Footer C)

Subtitle 3c (with Footer C)

← ---- Page Break ----

← ---- Page Break ----

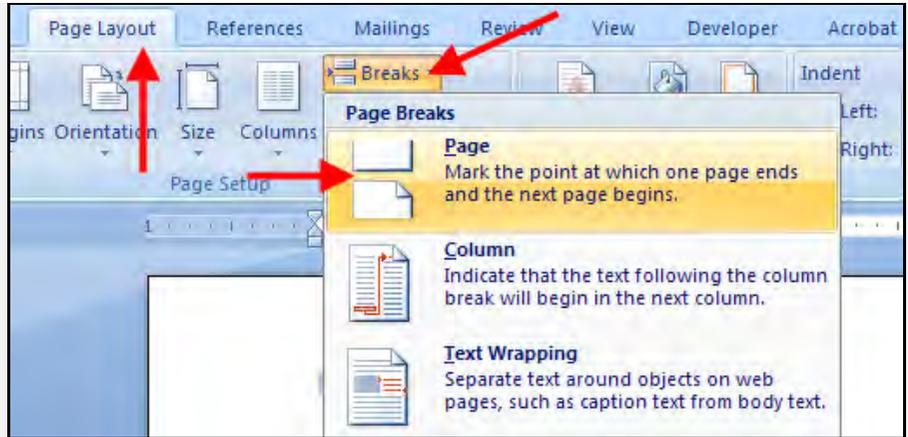
# Differences between "Page Break" and "Section Break (Next Page)"

## 2.1

A **"Page Break"** marks the point at which one page ends and the next page begins (while still being in the same section/chapter).

To insert a **"Page Break"**, click on the **"Page Layout"** tab → **"Breaks"** → **"Page"**

The paragraph format icon will look like:

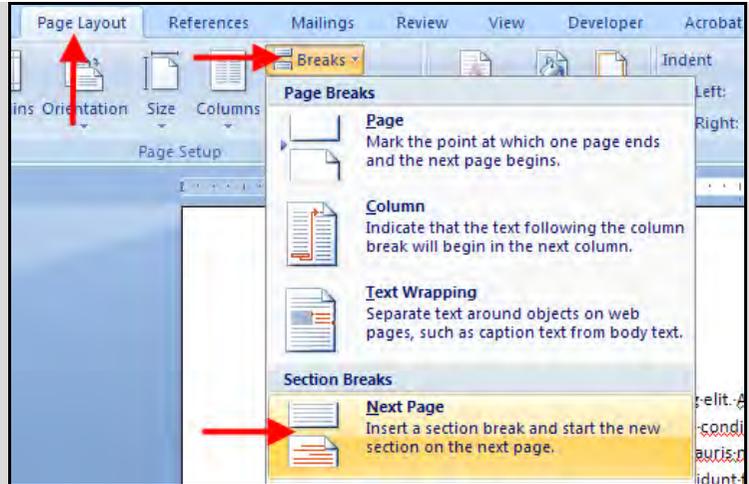
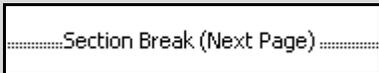


## 2.2

A **"Section Break (Next Page)"** inserts a break and starts the new section on the next page.

To insert a **"Section Break (Next Page)"**, place your cursor in the area to begin and new section/chapter, click on **"Page Layout"** → **"Breaks"** → **"Next Page"**

The paragraph format icon will look like:



## 2.3

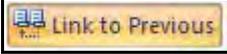
Place **"Page Breaks"** and **"Section Breaks (Next Page)"** in the proper areas of your document (refer to graphic 1.4 as an example).

# Creating section/chapter headers

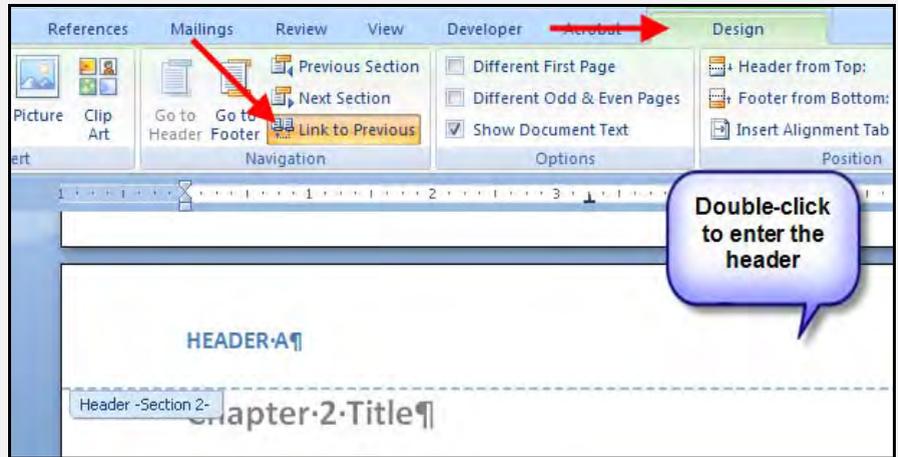
## 3.1

At the beginning of a **“section break”** double-click on the header. This will open the **“Design”** tab.

The **“Link to Previous”**

 button will be orange and already selected.

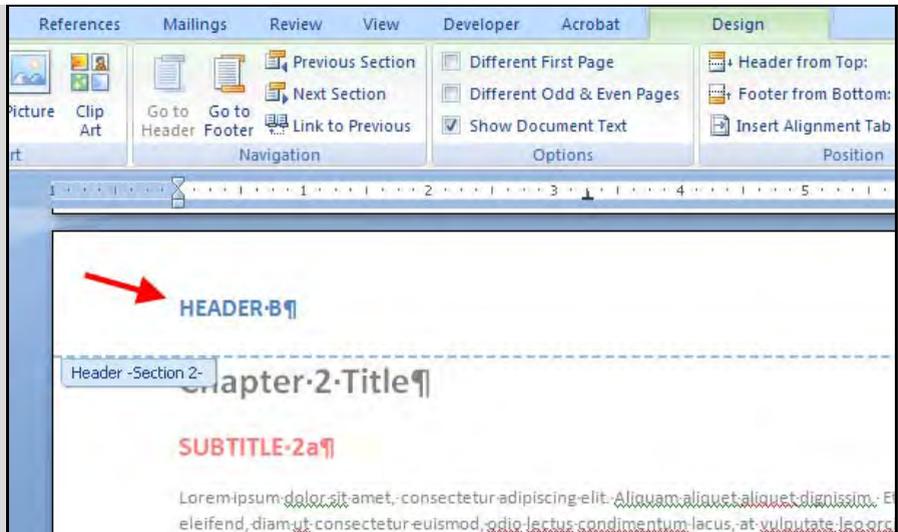
Click on it to deselect/turn it off . The button will no longer be orange.



## 3.2

After the **“Link to Previous”** option has been deselected/turned off, this will make sure the header is not linked to the previous section/chapter.

Now make your text changes to the header (to reflect the new section/chapter).



## 3.3

Repeat steps (3.1 to 3.2) to create different headers for the beginning of each section/chapter. Once the header has been changed, the new header will automatically continue until the next section/chapter.

## 3.4

To exit the header, click on the **“Close Header and Footer”** button (located within the **“Design”** tab).

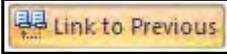


# Page number reset for each section/chapter

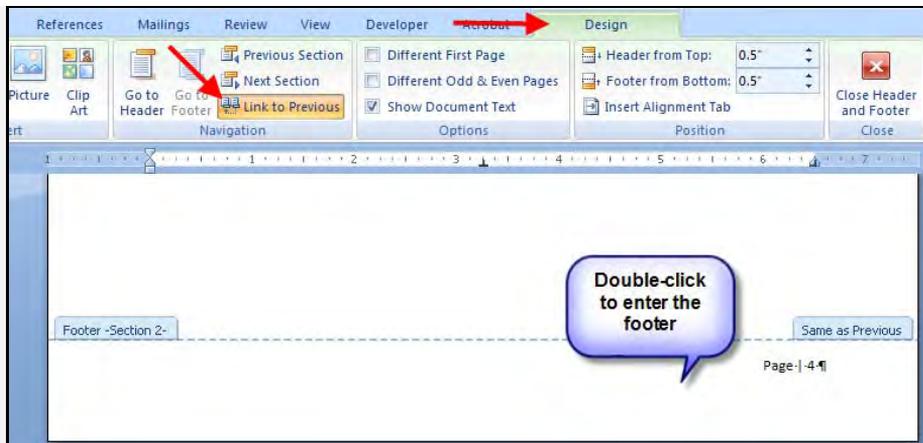
## 4.1

At the beginning of a **“section break”** double-click on the footer. This will open the **“Design”** tab.

The **“Link to Previous”**

 button will be orange and already selected.

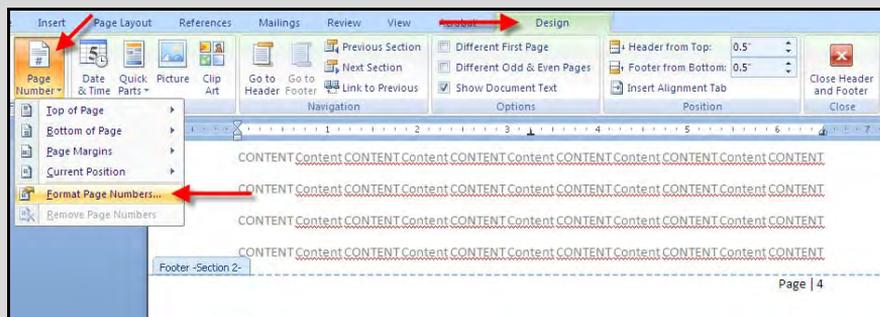
Click on it to deselect/turn it off . The button will no longer be orange.



## 4.2

After the **“Link to Previous”** option has been deselected/turned off, this will make sure the footer is not linked to the previous section/chapter.

To reset the page numbering for the section/chapter, click the **“Design”** tab, click on **“Page Number”** → **“Format Page Numbers...”**

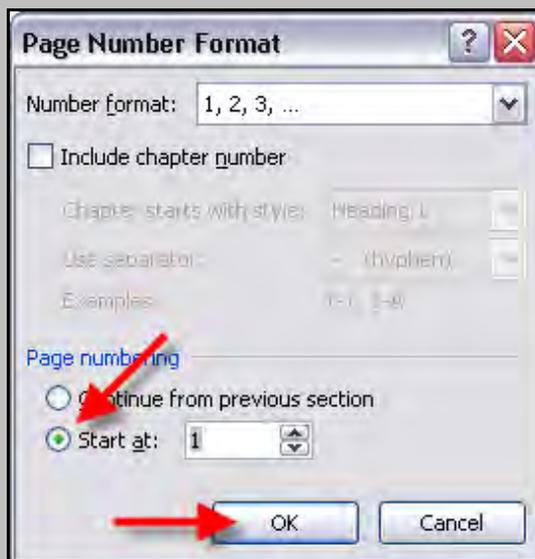


## 4.3

A **“Page Number Format”** window will appear.

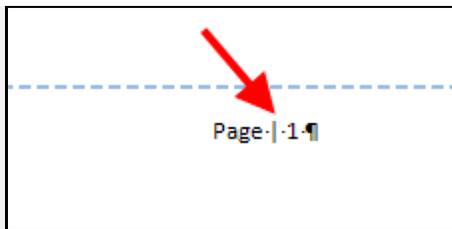
Click on the **“Start at”** radial button and set it to **“1”**.

Then click on **“OK”**.



#### 4.4

The footer has now been reset to reflect the start of the new section/chapter.



#### 4.5

Repeat steps (4.1 to 4.4) to create different headers for the beginning of each section/chapter. Once the footer has been changed, the numbering system will automatically continue until the next section/chapter.

#### 4.6

To exit the footer, click on the **"Close Header and Footer"** button (located within the **"Design"** tab).



**Congratulations!**

You have now created section/chapter headers and page numbering for your document!  
To view an example, please visit:

<http://www.coe.uh.edu/cite/training/tutorials/office/chapters-example.doc>