

Section Breaks Within a Word Document

A blank Word template does not contain section breaks. Section breaks are added while the document is being created. Section breaks will need to be added when you want to change margins, page layout, page orientation, column formats, page numbering, and headers and footers within a document.

A section break can be as long as the entire document or as short as a single paragraph. An example would be a banner headline in a newsletter.

Section breaks can be viewed within a document by clicking on the Show/Hide button located on the top toolbar within Word (see Figure 1 below).

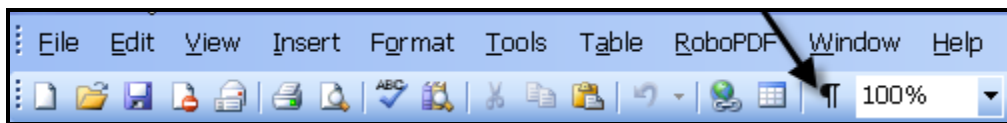


Figure 1

The section break will appear as a double dotted line in the document and is identified by the words Section Break and the type of break.

1. To insert a section break in a Word document, place the cursor at the location where you want to insert the section break. Click on **Insert** located on the menu bar (see Figure 2 below). From the dropdown list under Insert, click on **Break**.



Figure 2

2. The Break screen will appear (see Figure 3 below).

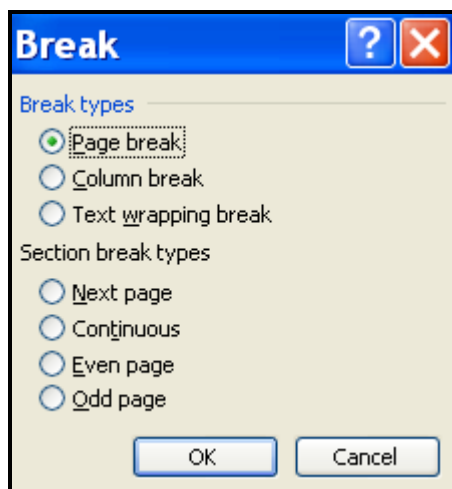


Figure 3

Under the *Section break types*, select the type of break you need.

Examples:

1. Select “Next page” if you want the section on a new page.
2. Select “Continuous” if you want the section to continue on the same page.
3. After you have made your selection, click **OK**. You will now be back at the insertion point. Begin typing your new formatted information.

When you have finished adding the new formatted information, you will want to close this section break and get back to the original formatting.

4. To get back to the original formatting, click on **Insert** from the menu bar (see Figure 4 below).



Figure 4

5. The Break screen will appear (see Figure 5 below). Select **Continuous** and click **OK**.

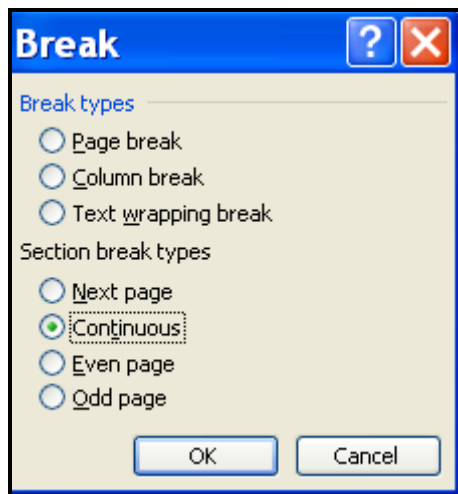


Figure 5

You are now ready to continue typing your document using the original format.

Deleting a section break

To delete a section break, select the section break within the document and press the delete key once. All the text above the deleted section break becomes part of the following section and assumes the formatting of that section.