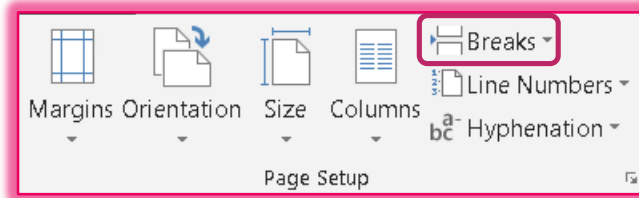


Page and Section Breaks

This feature can be used to insert a break within a document or to create a new page within the document. A Word document can be divided into different sections. Once a new section has been created, different formatting can be applied to that section.

✦ Click the **Page Layout Tab**.

✦ In the **Page Setup Group**, click the **Breaks** button (see illustration below).



✦ A list of different types of **Page and Section Breaks** will appear. These are described in the table below.

Break Type	Description
Page Breaks	
Page	This type of break marks the point at which one page ends and the next page begins.
Column	To insert a break so that text in a column will appear in the next column, select this type of break.
Text Wrapping	Use this type of break to separate text around objects on Web pages. An example would be to separate caption text from body text.
Section Breaks	
Next Page	This type of break is used to create a new section in the document and to have the section start on the next page of the document.
Continuous	To insert a section into the document and have the section start on the same page as the previous section, choose this type of break.
Even Page	Use this option to insert a section break and start the new section on the next even numbered page.
Odd Page	To insert a section break and start the new section on the next odd-numbered page, select this break type.