

# Page and section breaks

## Microsoft Word 2003

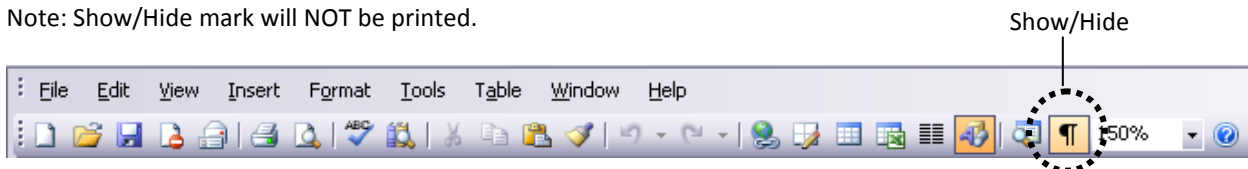
### What is the difference between a page break and a section break?

- **Page Break**  
It simply separates content between pages. After the page break, the following text will always start at the beginning of the page.
- **Section Break**  
It splits your document into sections and allows you to have different headers/footers for each section in your document. Each section can have its own header and or footer. For example, margins, page numbering, header/footer, portrait/landscape orientation, and page border. (See next page for more information)

### Show/Hide

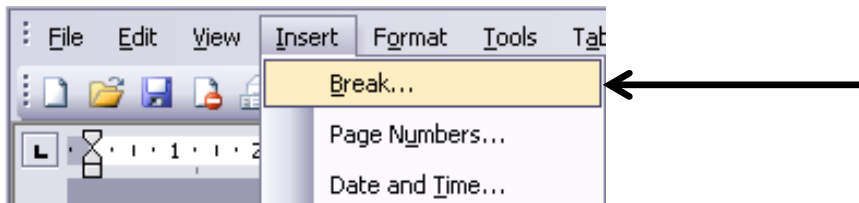
This toggle button is an essential tool while working with page break and section break. It indicates to you where the breaks are and where you have pressed ENTER and SPACE key.

Note: Show/Hide mark will NOT be printed.

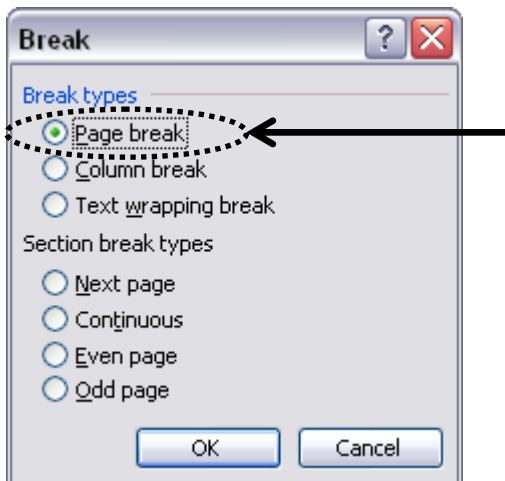


### Inserting page break

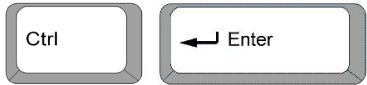
1. Click where you wish to insert a page break
2. **Insert > Break...**



3. Click **Page break**, then click **OK**

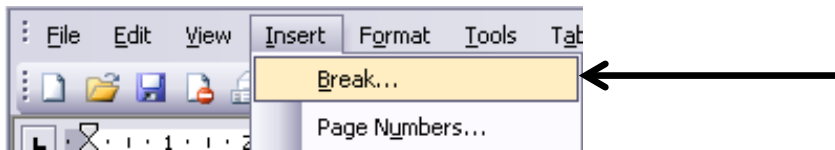


**Tip:**  
Shortcut key for inserting a page break is

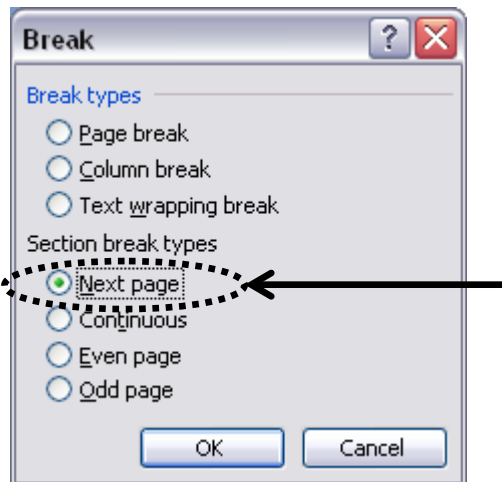
A diagram showing two keys: 'Ctrl' and 'Enter'. The 'Enter' key is shown with a return symbol (a horizontal line with a downward arrow). Both keys are enclosed in rounded rectangular boxes.

## Inserting section break

1. Click where you wish to insert a section break
2. **Insert > Break...**



3. Click **Next page** > Click **OK**



### NB:

Section breaks are strongly related to **Different First Page** and **Different Odd/Even Headers and Footers** (File > Page Setup > Layout tab).

When you insert a **Next page section break** in your document, the new section will also have a **Different First Page** setup! You may wish to switch that section only back by unchecking it, while the Apply to box says **This Section Only**.

Use the **Different First Page** option if you want a different heading on your first page than on the rest of your document. However, if you need more than just a different heading on your first page, you need section breaks.

## Deleting page break/section break

Select page number / section break > Press **DELETE** key

NB: Be aware that when you delete a section break, the formatting for the preceding section will be also deleted. Also, **Show/Hide** needs to be turned on in order to see where page break/section break is inserted.



Show/Hide