



# Introduction to Breaks

## Use IT+

## Introduction

Adding **breaks** to your document can make it appear more organized and can improve the flow of text. Depending on how you want to change the pagination or formatting of your document, you can apply a **page break** or a **section break**.

To insert a page break:

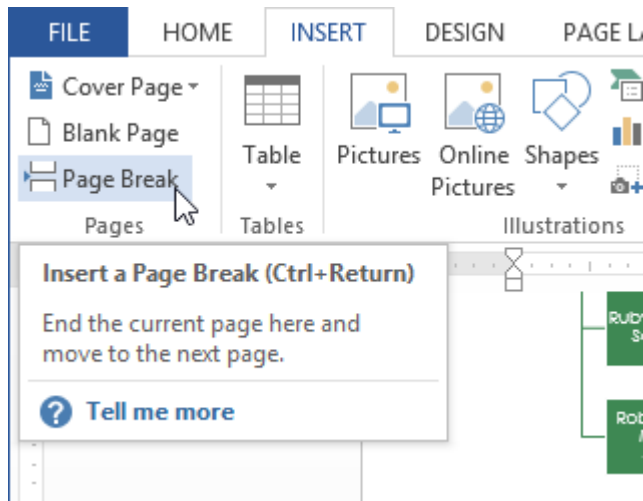
**Page breaks** allow you to move text to the next page before reaching the end of a page. You might use a page break if you're writing a paper that has a **title page** or a **bibliography** to ensure it starts on a new page. In our example, our chart is split between two pages. We'll add a page break so the chart will be all on one page.

1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the end of our chart.

The screenshot shows a document with a ruler at the top and a vertical scroll bar on the left. An orange callout box with white text says "Place the insertion point at the beginning of the text you wish to move to the next page". An orange arrow points from the callout box to the start of a blue header bar labeled "MONTHLY REVENUE". Below this header is a table titled "BY CLIENT" with columns "Clients" and "Quarter 4". The table lists several clients and their revenue for Quarter 4.

Clients	Quarter 4
Union Grove Public Schools	\$42,600
Jarvis Unified School District	\$31,200
Mellon Foundation	\$16,000
Right Hand International	\$5,000

2. On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl+Enter** on your keyboard.



3. The page break will be applied to the document, and the text will move to the next page. In our example, the chart moved to the next page.

The break will be applied and the text will move to the next page

( 4 )

**MONTHLY REVENUE**

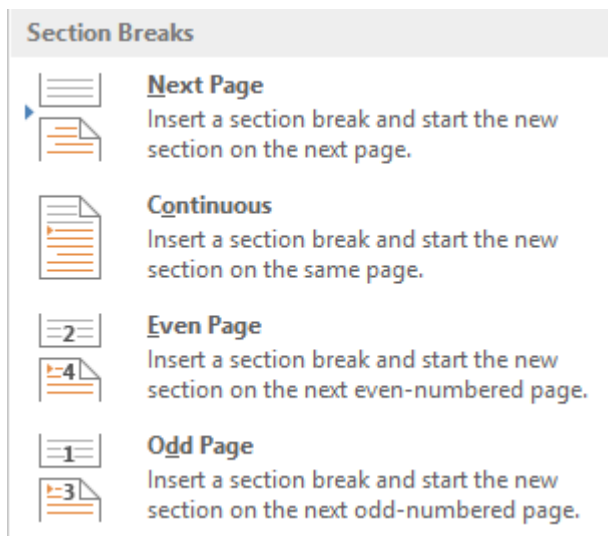
BY CLIENT

Clients	Quarter 4	Quarter 1
Union Grove Public Schools	\$42,600	\$53,600
Jarvis Unified School District	\$31,200	\$42,400
Mellon Foundation	\$16,000	\$19,000
Right Hand International	\$5,200	\$6,400
DigiPaws.com	\$3,600	\$4,400
McDowell Plants	\$2,400	\$4,600
Spaulding Doors	\$12,400	\$13,600
J.F. Property Management	\$64,500	\$68,319
Central College System	\$86,024	\$92,050

By default, breaks are **hidden**. If you want to show the breaks in your document, click the **Show/Hide** command.

## Section breaks

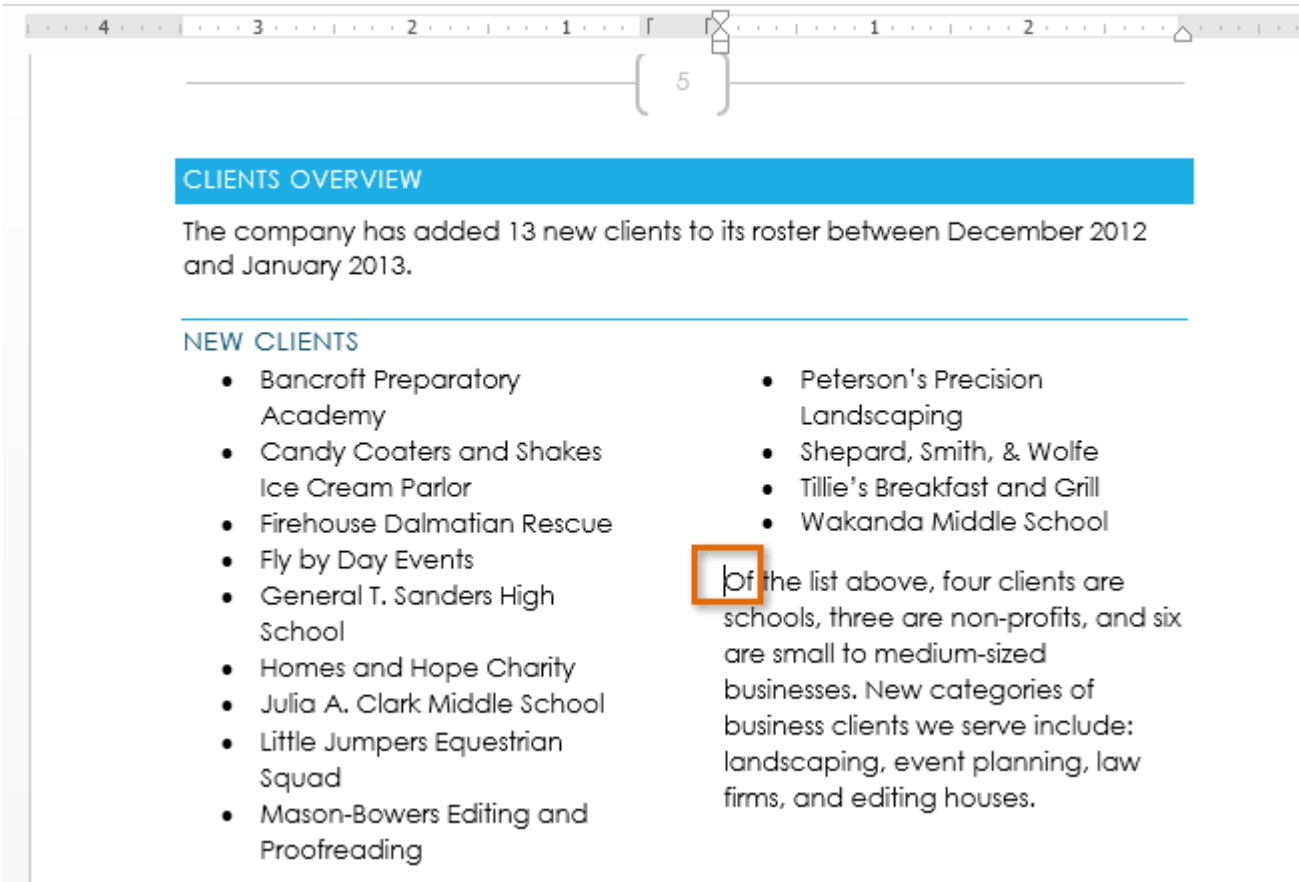
**Section breaks** create a **barrier** between parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks:



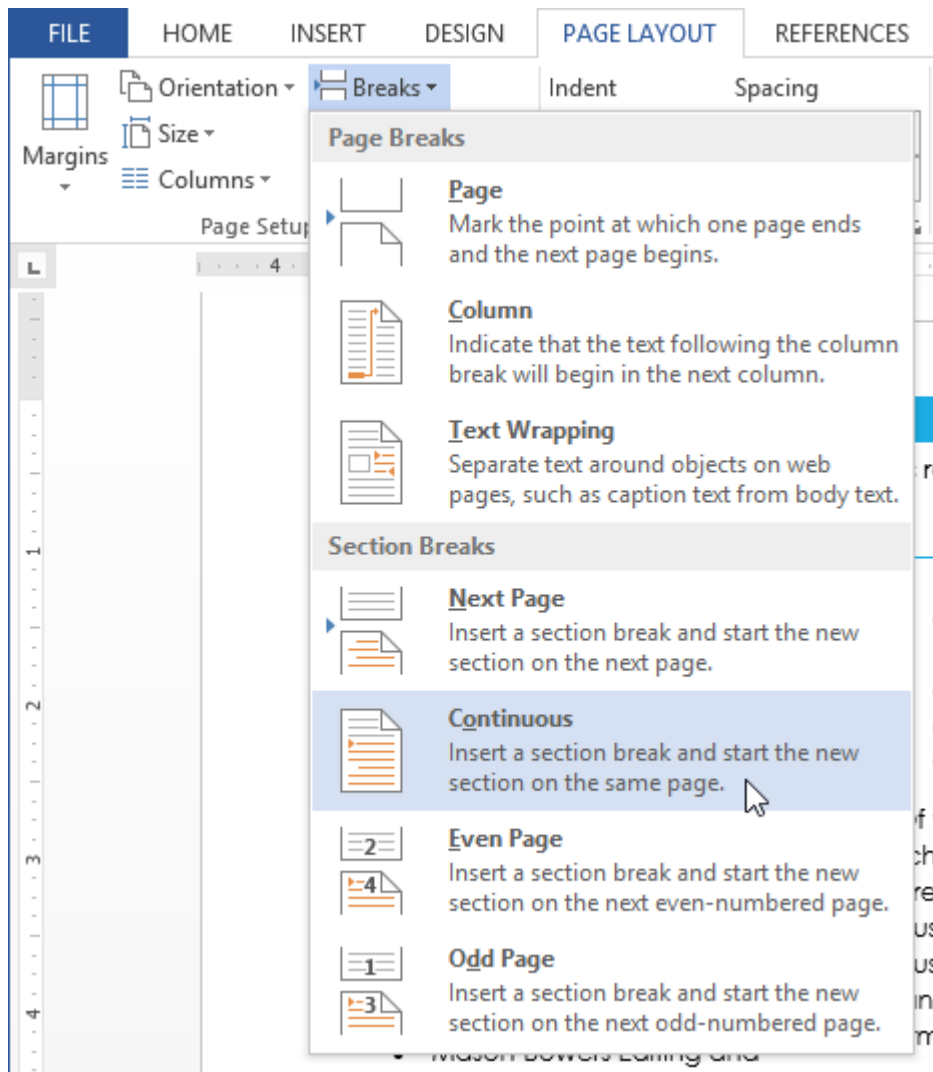
- **Next Page:** This option adds a section break and moves text after the break to the next page of the document. This is useful for creating a new page with normal formatting after a page that contains column formatting.
- **Continuous:** This option inserts a section break and allows you to continue working on the same page. This type of break is useful when you need to separate a paragraph from columns.
- **Even Page and Odd Page:** These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book). To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list. This will allow us to change the formatting of the paragraph so it no longer appears formatted as a column.

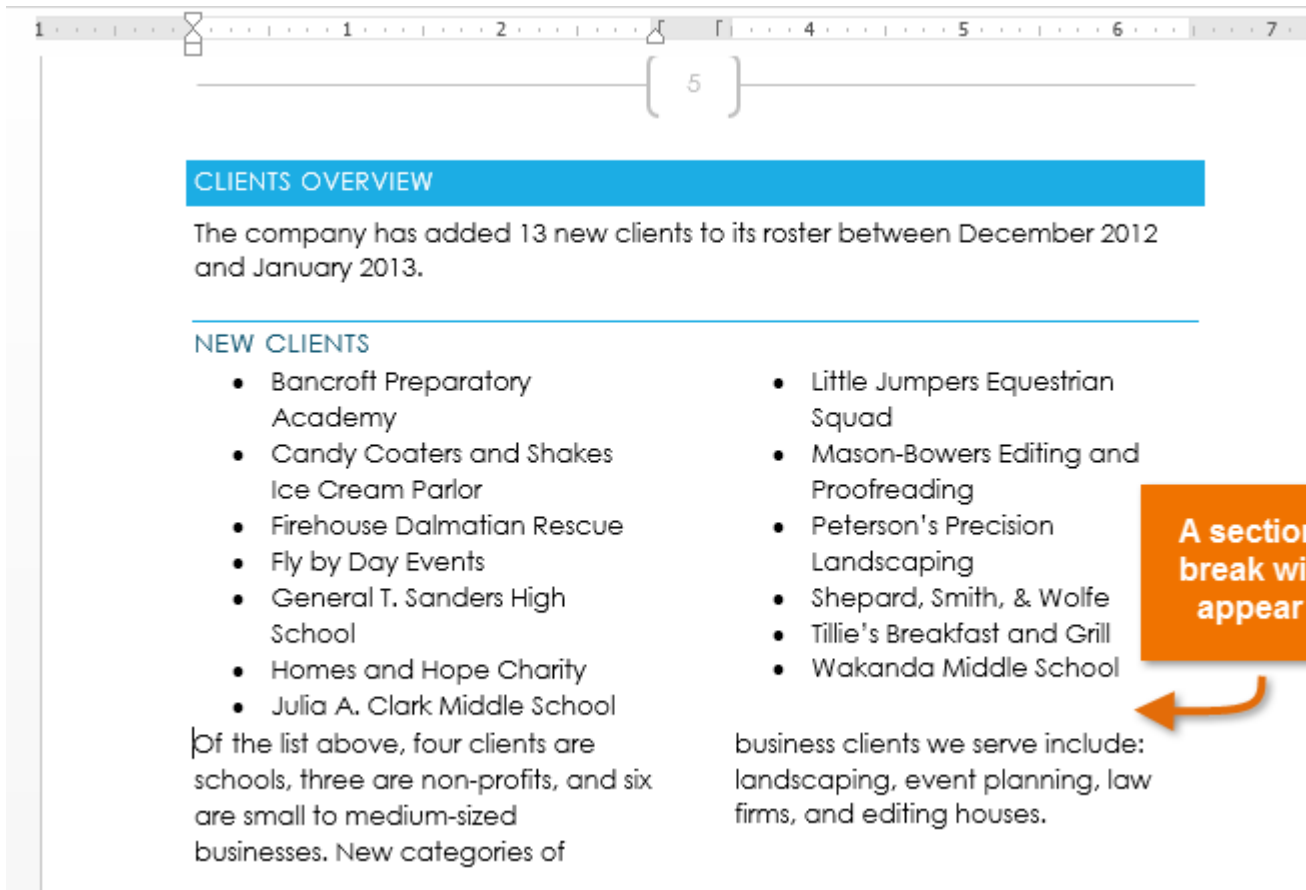
1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of the paragraph we want to separate from column formatting.



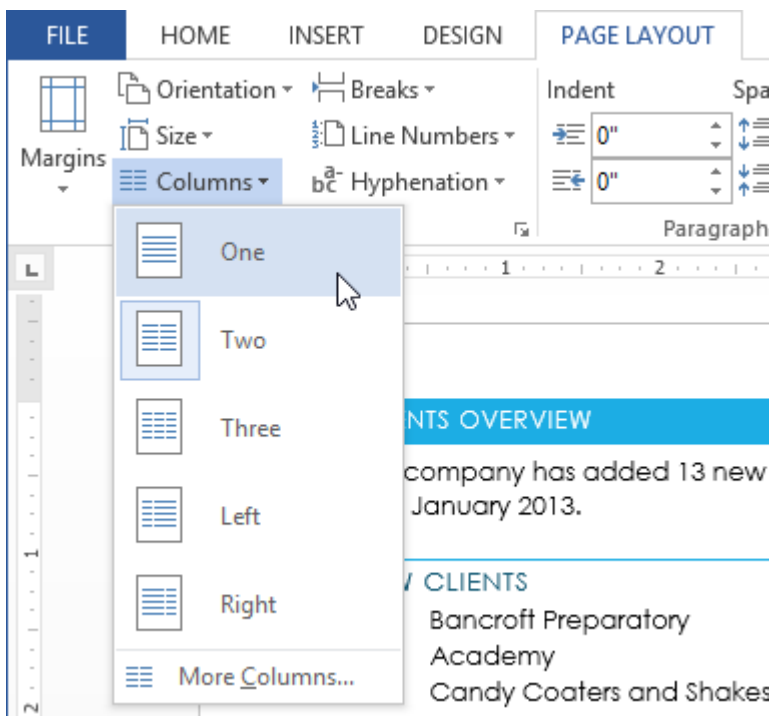
2. On the **Page Layout** tab, click the **Breaks** command, then select the desired section break from the drop-down menu that appears. In our example, we'll select **Continuous** so our paragraph remains on the same page as the columns.



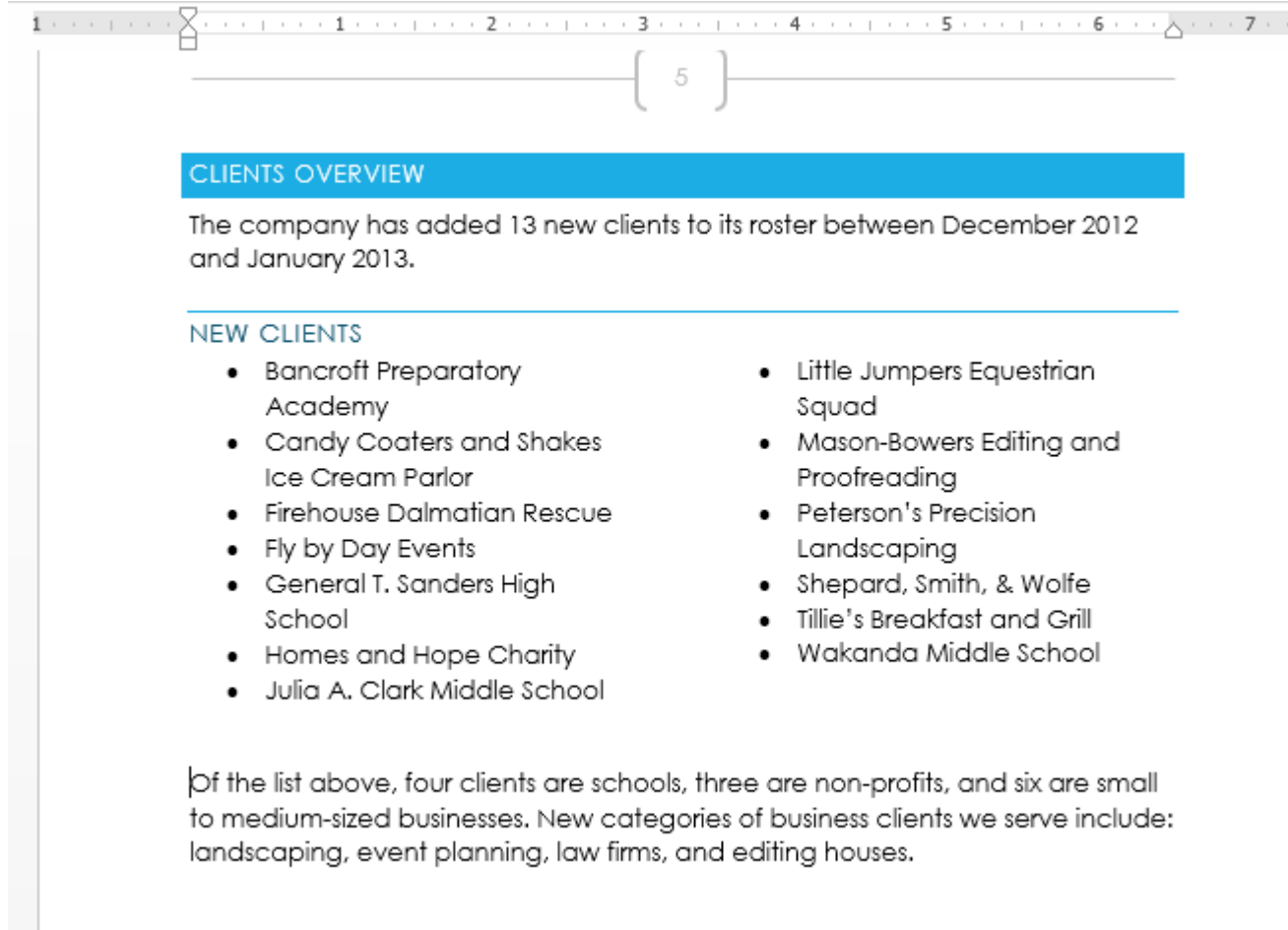
3. A section break will appear in the document.



4. The text **before** and **after** the section break can now be formatted separately. Apply the formatting options you want. In our example, we'll apply one-column formatting to the paragraph so it is no longer formatted as columns.

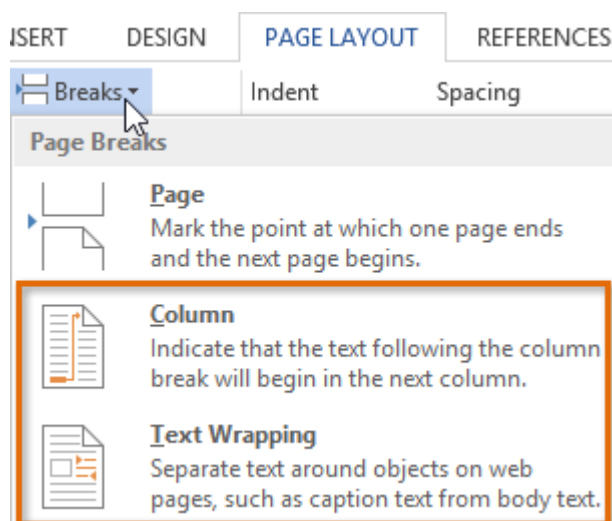


5. The text will be formatted in the document.



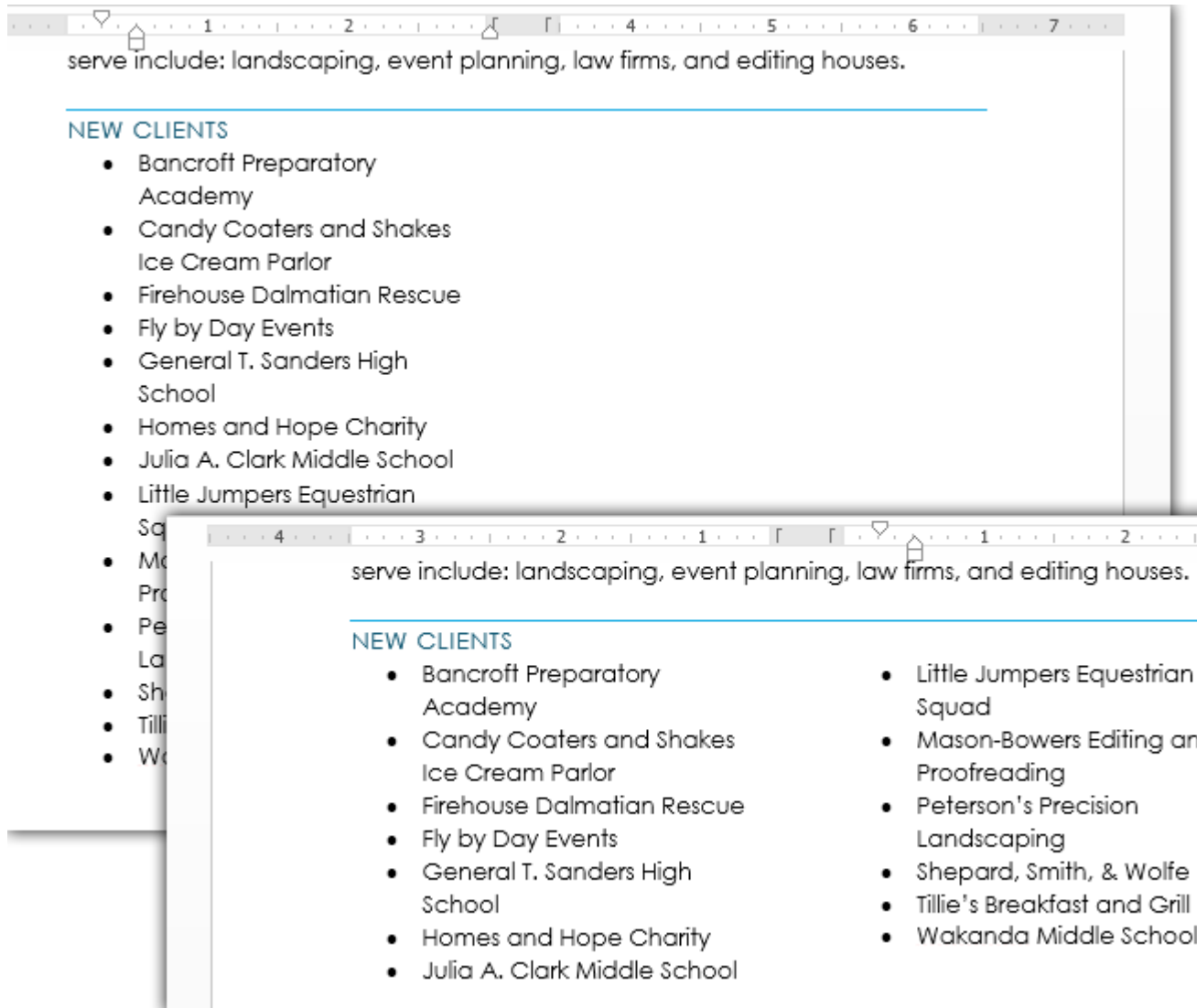
Other types of breaks

When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help.





- **Column:** When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column. We will learn more about how to create columns in your document on **Columns**. The below is just an example.

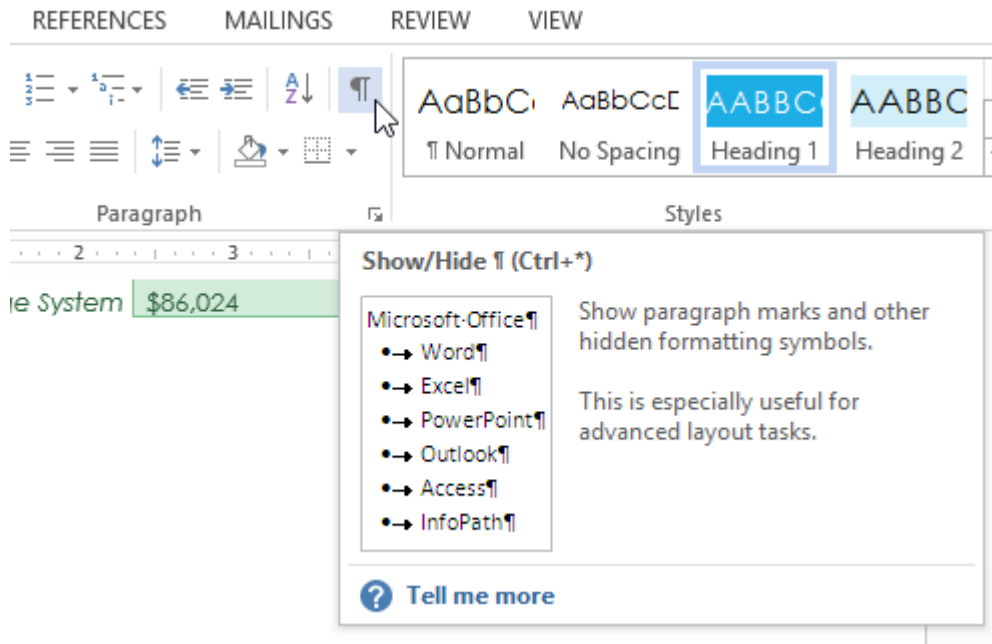


- **Text wrapping:** When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image.

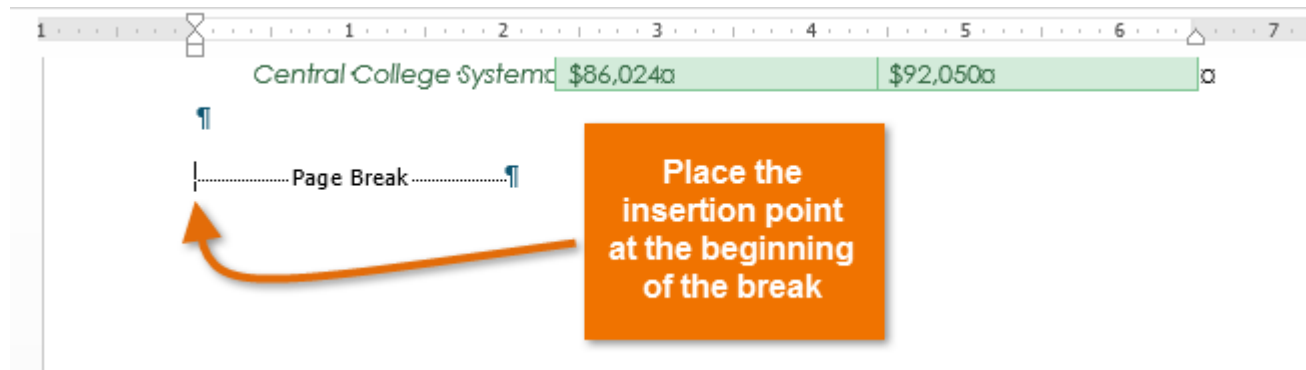
To delete a break:

By default, breaks are **hidden**. If you want to delete a break, you'll first need to show the breaks in your document.

1. On the **Home** tab, click the **Show/Hide** command.



2. Locate the **break** you want to delete. Place the insertion point at the beginning of the break you want to delete.



3. Press the **Delete** key. The break will be deleted from the document.

Central College System \$86,024 \$92,050

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**DATABASE WEB APPLICATIONS**

<b>Application</b>	<b>Quarter 4</b>	<b>Quarter 1</b>
DataFielder	\$118,656	\$121,975
DataHoop	\$152,011	\$167,004
DatabaseReporter	\$52,733	\$57,840
RounData	n/a	\$48,650

### Exercise!

1. Insert a **page break** somewhere in the document. If you're using the example, insert a page break to move the **Clients Overview** section to the next page.
2. Insert a **section break** in the document. If you're using the example, insert a **Next Page** section break to move the **Updated Chain of Command** section to the next page. Try changing the formatting of paragraph in that section.
3. Show the breaks using the **Show/Hide** command.
4. **Delete** a break. If you're using the example, delete the page break after the fourth paragraph on page 1 of the document to move the two paragraphs on page 2 onto page 1.