

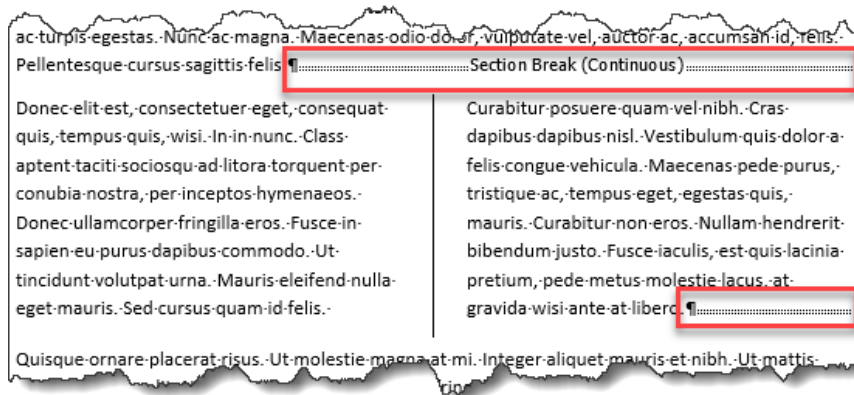
Application: Word – Section Breaks – Continuous

You can create a section within a single page which offers the freedom to format a portion of text as columns or with different margins (you can indent to achieve the appearance of a different left margin, but not the right).

Columns

1. When you reach the point on the page where the text is to be displayed in columns. Select **Layout > Page Setup > Breaks** (drop-down menu) > **Section Breaks [Continuous]**.

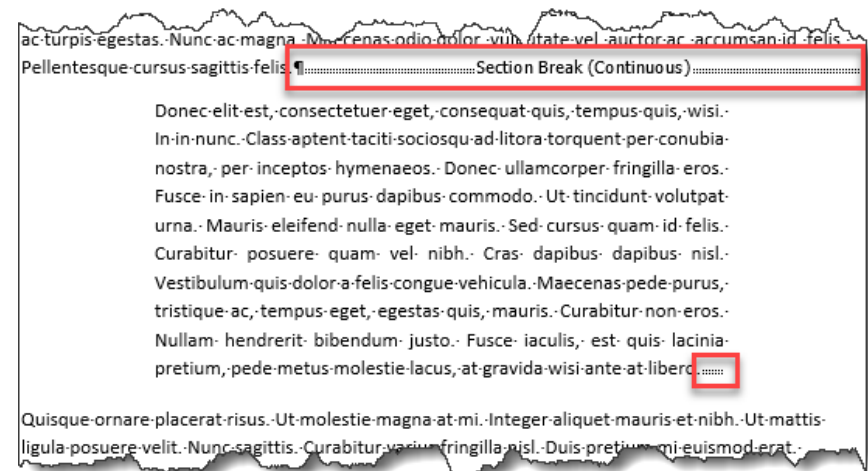
Tip: Details about other Section Break options are covered in separate Shared expertise sheets.



2. Providing you want all the remaining text (if applicable) to be in columns you can select **Layout > Page Setup > Columns**.
3. If only a *portion* of the remaining text needs to be in columns then you will need to place another **Section Break [Continuous]** at the end.

Margins

1. When you reach the point on the page where the margins need to be changed, select **Layout > Page Setup > Breaks** (drop-down arrow) > **Section Breaks [Continuous]**.



2. Providing you want **all** the remaining text (if applicable) to be between different margins you can select **Layout > Page Setup > Margins**.
3. If only a *portion* of the remaining text needs to be between different margins then you will need to place another **Section Break [Continuous]** at the end.

Tip: You can apply Section Breaks retrospectively.



Delete Section Break

1. Click anywhere within the **Section Break** graphic and press **Delete**.
 - IMPORTANT! **Delete** the second **Section Break (Continuous)** before the first.

Tip: You will only see the Section Break graphic if **Show/Hide** is toggled **ON**. **CTRL+Shift+8** to toggle ON/OFF.

Tip: As a rule of thumb, never create more sections than strictly necessary because making changes later on in your Word document becomes tedious.

