





Application: Word – Breaks – Even and Odd Pages

You need a **Section Break** if the next page in your document has a different header and/or footer; different page numbering; text in columns; in a different orientation; has a border; different margins or the vertical alignment is different.

The option **Even Page** or **Odd Page** is only relevant if you need a **Section Break** for one or more of the reasons listed above AND your document is going to be duplex printed.

Tip: If you are not duplex printing the appropriate choice would be **Section Break > Next Page**.

If you are going to print on both sides of the paper and you want to ensure the new Section always commences on an odd (or even) page (even after editing has resulted in repagination) then you use **Even Page** or **Odd Page** accordingly. This may result the last page in the previous section only being printed on one side.

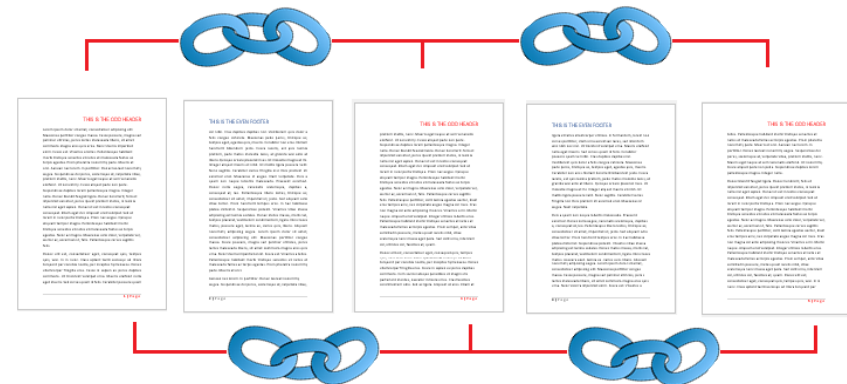
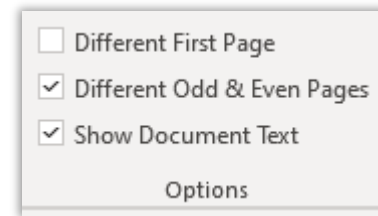
	Even Page
	Insert a section break and start the new section on the next even-numbered page.
	Odd Page
	Insert a section break and start the new section on the next odd-numbered page.

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

Header and/or Footer

Do you need **Different Odd & Even Pages** for your Header and/or Footer?

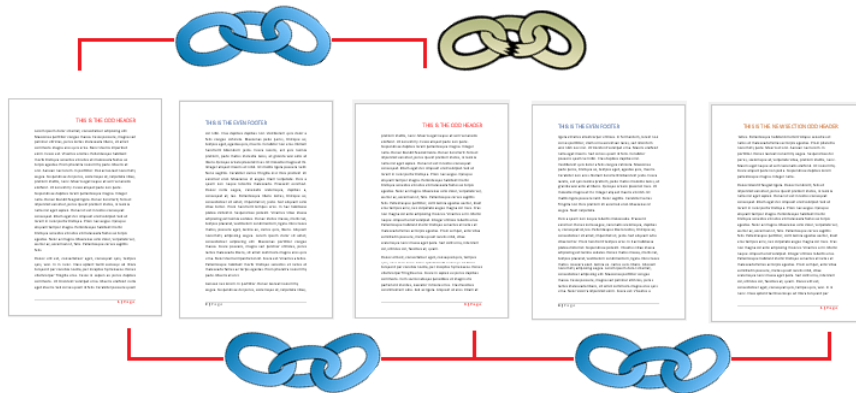
1. Whilst header/footer text is often formatted so it appears on the right of odd pages and the left of even pages, if you intend centring everything, you won't need **Different Odd & Even Pages**.



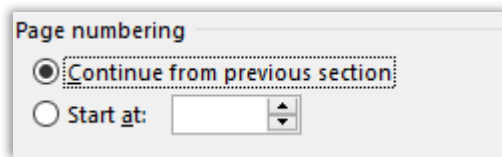
2. If you use **Different Odd & Even Pages** you will have two separate **Headers** (also read "**Footer**"). The right-aligned **Odd Header** on Page 1 will be linked to the **Odd Header** on Page 3 and Page 5 and so on. Make changes to the **Header** on page 5 and the changes will automatically be reflected on pages 1 and 3 (but not 2 or 4).



- The **Even Header** on Page 2 will be linked to Page 4, Page 6 and so on. Any changes will be reflected in all the **Even Headers**.
- If the reason for your **Section Break** is because you want to change the **Header**, then you must decide whether the next section starts on an **Odd or Even Page**. Then you **MUST** deselect **Linked to Previous** before making any changes to the **Header** in the new Section.



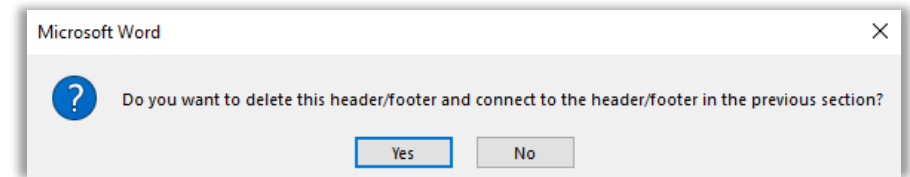
- When adding **Section Breaks** retrospectively, Word is liable to revert the page numbering back to 1 on the first page of the new section. Select the page number and select **Header & Footer > Header & Footer Group > Page Number [down arrow] > Format Page Number**:



Tip: Right clicking on Format Page Number and Add to Quick Access Toolbar will pay dividends

Deleting a Section Break

- If you have changed the **Header** (or **Footer**) in the next section then you will need to select **Link to Previous** before you remove the section break and amalgamate the two. This time you will be reinstating the link and will see this message, click **Yes**.



- Hover the cursor to the left of the graphic (**CTRL+Shift+8** to toggle **Show/Hide ON/OFF**), click to select and press **Delete** or click anywhere within the graphic and press **Delete**.



Tip: Remember when you link an **Odd Header** you are linking it to the previous **Odd Header** (not the **Even Header** on the page immediately before).

Odd or Even

- No page numbering? Is the page an **Odd or Even Page**? Look at the **Status Bar**.

