

## Application: Word – Section Breaks – Next Page

A document without **Section Breaks** is a single-section document – that's not to say it won't contain **Page Breaks** (hard or soft). **Header** and/or **Footer** text can be inserted on any page and will automatically flow forwards and backwards throughout a single-section document (the exceptions being **Different First Page** and **Different Odd & Even Pages**).

If you are going to change one or more of the following on the next page you will need a **Section Break** (rather than **Page Break**).

Think of a Section Break as offering the opportunity to start over again when it comes to one or more of the following features.

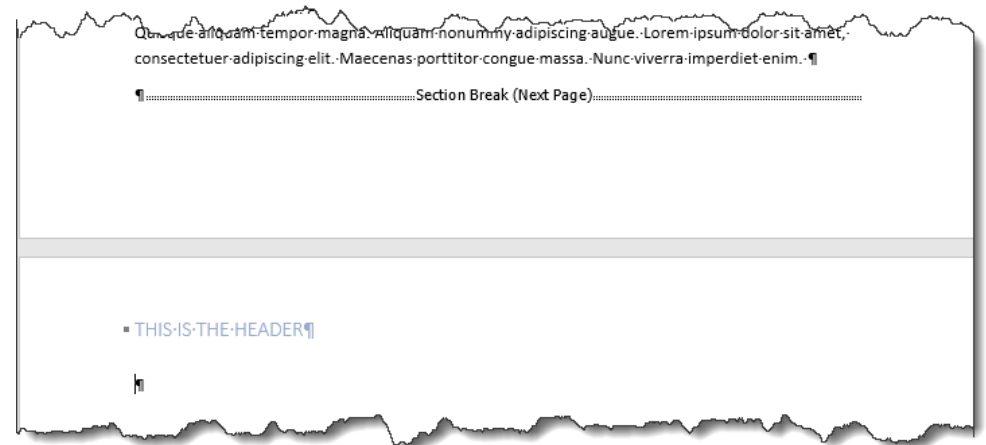
1. You will need a **Section Break** if the following page has different:
  - **Header** and/or **Footer** (the exceptions being **Different First Page** or **Different Odd & Even Pages**).
  - **Columns**
  - **Page Numbering**
  - **Orientation** (Portrait or Landscape)
  - **Margins**
  - Vertical alignment
  - **Footnotes** and **Endnotes**
  - **Border**

**Tip:** You can apply **Section Breaks** retrospectively.

### Place a Section Break

1. When you reach a point in your document where the following page has one or more of the changes described (left), Select **Layout > Page Setup > Breaks** (drop-down menu) > **Section Breaks [Next Page]**.

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



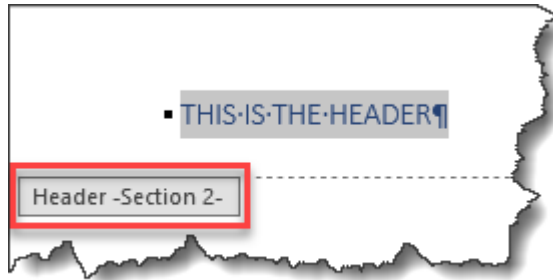
2. Providing you want **all** the remaining text (if applicable) to adopt the changes you are about to make, then you can set about making them. However if the proposed changes only apply to a *portion* of the remaining text then you will need to place another **Section Break > Next Page** at the end of text you want to *include* and immediately before the text you want to *exclude* from the changes.

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

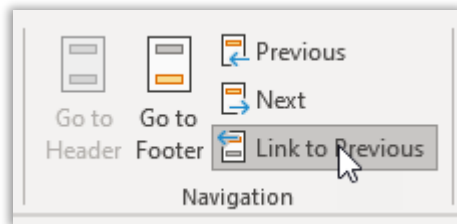


## Header and/or Footer

1. When you are in the **Header** (also read "**Footer**") of the new section you will see it is clearly identified as being **Header -Section 2**.



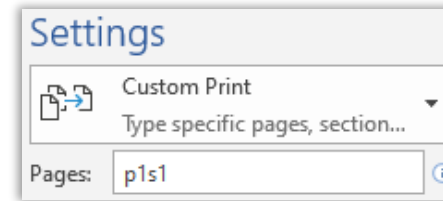
2. By default the previous **Header** is carried through – and quite often that is what you want to happen. However if you want to change the Header it is important you do this first. Select **Header & Footer > Navigation > (deselect) Link to Previous**.



3. If you don't break the link, any changes you make in **Header - Section 2** will replace the **Header - Section 1**.
4. Only when you have deselected **Link to Previous** should you make any changes to the **Header**.

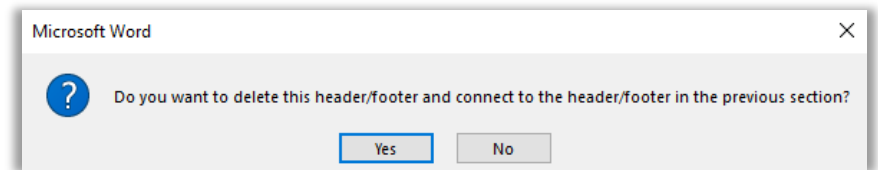
## Printing

1. TAKE CARE! If your document has multiple sections and you don't specify the section number along with the page number 1, you risk printing multiple page 1's. Always include the section number.



## Deleting a Section Break

1. 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**.



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

