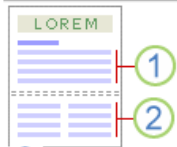


Word 2010 – Page Layout

Insert or delete a section break

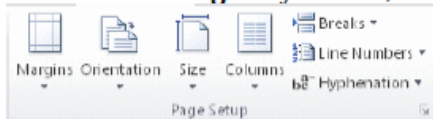
You can use section breaks to change the layout or formatting of a page or pages in your document. For example, you can lay out part of a single-column page as two columns. You can separate the chapters in your document so that the page numbering for each chapter starts at 1. You can also create a different header or footer for a section of your document.



- 1 Section formatted as a single column
- 2 Section formatted as two columns

Insert a section break

1. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



1. Click the type of section break that you want to use.

Types of section breaks that you can insert

Note The section break that controls the formatting of the last part of your document is not shown as part of the document. To change the document formatting, click in the last paragraph of the document. The following examples show the types of section breaks that you can insert. (In each illustration, the double dotted line represents a section break.)

Next Page

The **Next Page** command inserts a section break and starts the new section on the next page.



This type of section break is especially useful for starting new chapters in a document.

Continuous

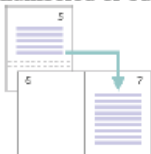
The **Continuous** command inserts a section break and starts the new section on the same page.



A continuous section break is useful for creating a formatting change, such as a different number of columns, on a page.

Even Page or Odd Page

The **Even Page** or **Odd Page** command inserts a section break and starts the new section on the next even-numbered or odd-numbered page.



If you want document chapters always to begin on an odd page or on an even page, use the **Odd page** or **Even page** section break option.

Change the document layout or formatting by using section breaks

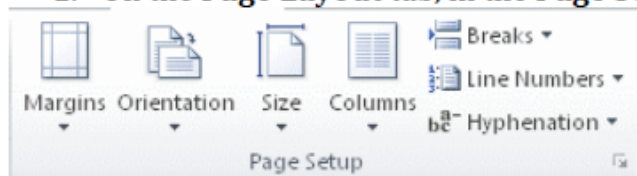
Section breaks are used to create layout or formatting changes in a portion of a document. You can change the following elements for individual sections:

- Margins
- Paper size or orientation
- Paper source for a printer
- Page borders
- Vertical alignment of text on a page
- [Headers and footers](#)
- Columns
- Page numbering
- Line numbering
- Footnote and endnote numbering

1. Click where you want to make a formatting change.

You might want to select a portion of the document around which to insert a pair of section breaks.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



3. In the **Section Breaks** group, click the section break type that fits the type of formatting change that you want to make.

For example, if you're separating a document into chapters, you might want each chapter to start on an odd page. Click **Odd Page** in the **Section Breaks** group.

Change the header or footer in one section

When you add a section break, Word automatically continues to use the header and footer from the previous section. To use a different header or footer in a section, you need to break the link between the sections.

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.
2. Click **Edit Header** or **Edit Footer**.
3. On the **Design** tab (under **Header & Footer Tools**), in the **Navigation** group, click **Link to Previous** to turn it off.

Delete a section break

A section break defines where a formatting change occurs in the document. When you delete a section break, you also delete the section formatting for the text before the break. That text becomes part of the following section, and it assumes the formatting of that section.

1. Click **Draft** view so that you can see the double dotted line section break.



2. Select the section break that you want to delete.
3. Press **DELETE**.