

Word 2010 – Tools

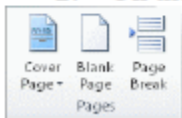
Insert a page break

Word automatically inserts a page break when you reach the end of a page.

If you want the page to break in a different place, you can insert a manual page break. Or you can set up rules for Word to follow so that the automatic page breaks are placed where you want them. This is especially helpful if you are working in a long document.

Insert a manual page break

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**.



Control where Word places automatic page breaks

If you insert manual page breaks in documents that are more than several pages in length, you might have to change those page breaks as you edit the document. To avoid the difficulty of manually changing page breaks, you can set options to control where Word positions automatic page breaks.

Prevent page breaks in the middle of a paragraph

1. Select the paragraph that you want to prevent from breaking onto two pages.
2. On the **Page Layout** tab, click the **Paragraph Dialog Box Launcher**, and then click the **Line and Page Breaks** tab.
3. Select the **Keep lines together** check box.

Prevent page breaks between paragraphs

1. Select the paragraphs that you want to keep together on a single page.
2. On the **Page Layout** tab, click the **Paragraph Dialog Box Launcher**, and then click the **Line and Page Breaks** tab.
3. Select the **Keep with next** check box.

Specify a page break before a paragraph

1. Click the paragraph that you want to follow the page break.
2. On the **Page Layout** tab, click the **Paragraph Dialog Box Launcher**, and then click the **Line and Page Breaks** tab.
3. Select the **Page break before** check box.

Place at least two lines of a paragraph at the top or bottom of a page

A professional-looking document never ends a page with just one line of a new paragraph or starts a page with only the last line of a paragraph from the previous page. The last line of a paragraph by itself at the top of a page is known as a widow. The first line of a paragraph by itself at the bottom of a page is known as an orphan.

1. Select the paragraphs in which you want to prevent widows and orphans.
2. On the **Page Layout** tab, click the **Paragraph Dialog Box Launcher**, and then click the **Line and Page Breaks** tab.
3. Select the **Widow/Orphan** control check box.

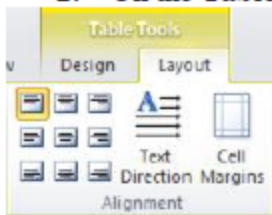
Note This option is turned on by default.

Prevent page breaks in a table row

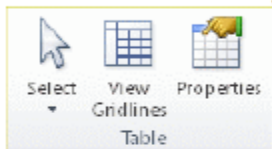
1. Click the row in the table that you don't want to break. Select the entire table if you don't want the table to break across pages.

Note A table that is larger than the page must break.

2. On the **Table Tools** tab, click **Layout**.



3. In the **Table** group, click **Properties**.



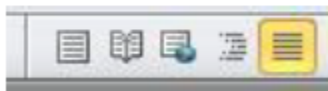
4. Click the **Row** tab, and then clear the **Allow row to break across pages** check box.

Delete a page break

You cannot delete the page breaks that Word inserts automatically.

You can delete any page breaks that you insert manually.

1. Click **Draft**.



2. Select the page break by clicking in the margin next to the dotted line.



3. Press **DELETE**.

Remove a page break

You cannot remove the page breaks that Word inserts automatically.

You can remove any page breaks that you insert manually.

1. Click **Draft**.



2. Select the page break by clicking in the margin next to the dotted line.

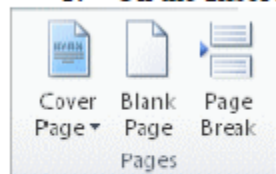


3. Press **DELETE**.

Add a cover page

Microsoft Word offers a gallery of convenient predesigned cover pages. Choose a cover page and replace the sample text with your own.

1. On the **Insert** tab, in the **Pages** group, click **Cover Page**.



2. Click a cover page layout from the gallery of options.

After you insert a cover page, you can replace the sample text with your own text by clicking to select an area of the cover page, such as the title, and typing your text.

Notes

- If you insert another cover page in the document, the new cover page will replace the first cover page you inserted.
- To replace a cover page created in an earlier version of Word, you must delete the first cover page manually, and then add a cover page with a design from the Word gallery.
- To delete a cover page inserted with Word, click the **Insert** tab, click **Cover pages** in the **Pages** group, and then click **Remove Current Cover Page**.