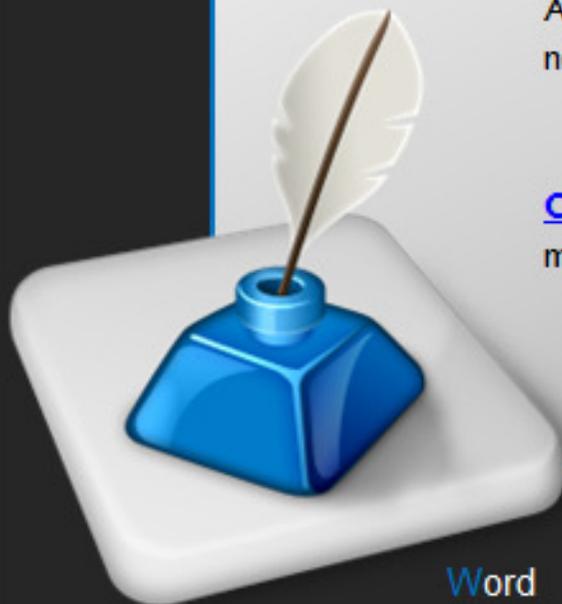# PRODUCTIV**IT**Y

Inserting Section Break in a Document

A section break lets you control formatting depending on your need. It allows different page layouts in the same document.

Click here to learn how to use Word's section breaks to manage a document's format.

Word

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.
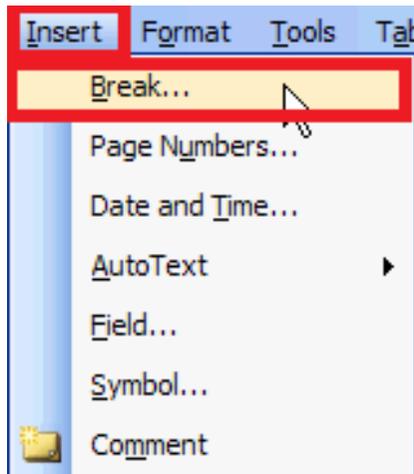
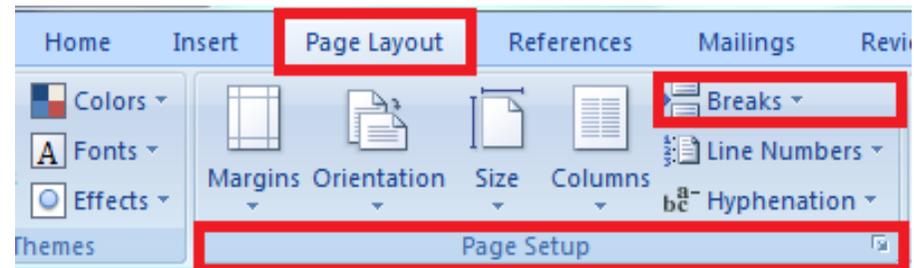| Inserting Section Break in a Document	
MS Word 2003	**MS Word 2007**

1. Position the cursor where you want to make a formatting change for individual section.
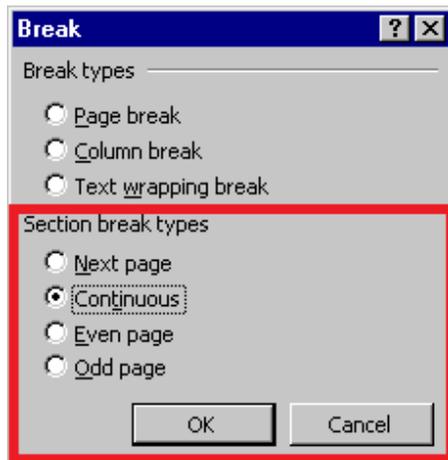
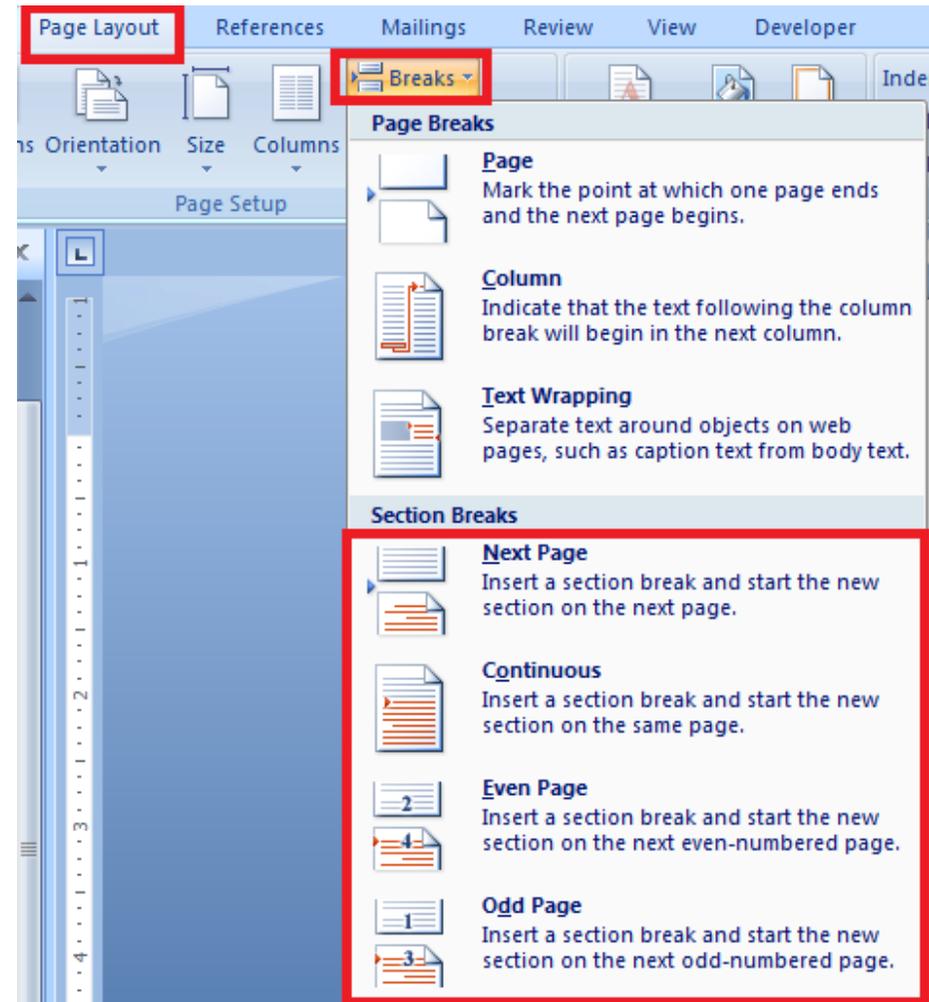|	
2. On the menu bar, click **Insert > Break...**	2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.

3. Select the type of section break you want to use from the list and click **OK**.

3. In the **Section Breaks** group, click the section break type that fits the type of formatting change that you want to make.
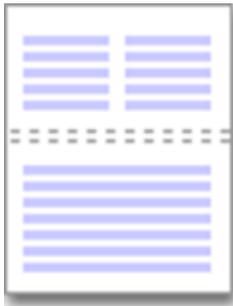
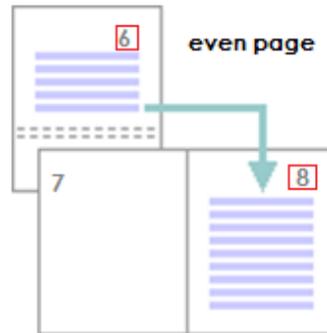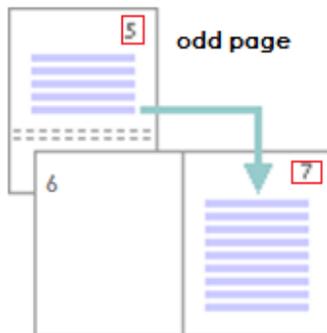The following are the types of section breaks that you can insert.

- **N**ext page - inserts a section break and starts the new section on the **next** page.

- **Con**t**inuous -** inserts a section break and starts the new section on the **same** page.

- **E**ven page or **O**dd page - inserts a section break and starts the new section on the **next even-numbered** or **odd-numbered** page.

Notes:

- When you delete a section break, you also delete the section formatting for the text before the break.
- The section break that controls the formatting of the last part of your document is not shown as part of the document. Click in the last paragraph to change the existing format and to be able to show as part of the document.
- Now you can format a full document with cover, contents, and references, all with their own unique formatting but saved in the same document.
- Section level formatting includes headers and footers, columns, section start setting, line numbers, margins, paper size, paper source and orientation, and vertical alignment.

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