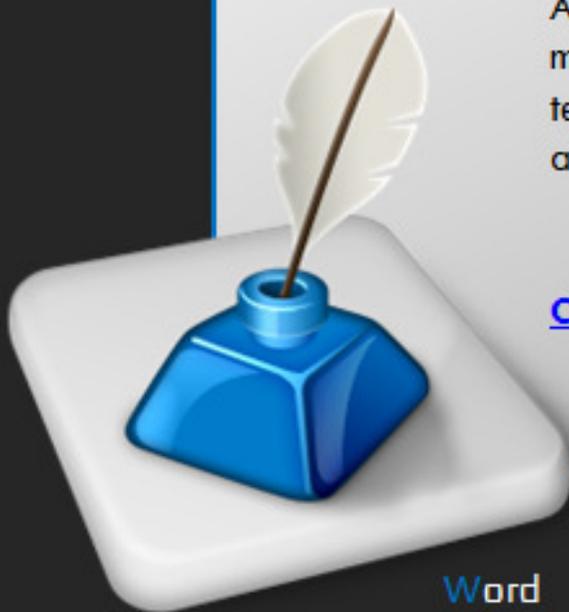


Working with Page Break in a Document

Adding page breaks to your document can make it appear more organized and it can also improve the structure of the text. Page break separates the content in between pages and it allows the user to start on a new page.

[Click here](#) to learn how to easily insert page breaks.



Word

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Working with Page Break in a Document

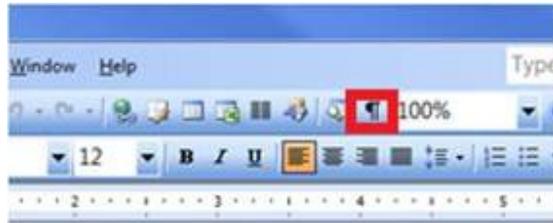
MS Word 2003

MS Word 2007

1. Click **Show/Hide** icon.

NOTE: It is an essential tool while working with the page break. It indicates where the page break is inserted.

On the menu bar, click the icon  to access **Show / Hide** command.



In the **Home** tab, under the **Paragraph** group, select .



2. Position the cursor where you wish to insert the 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

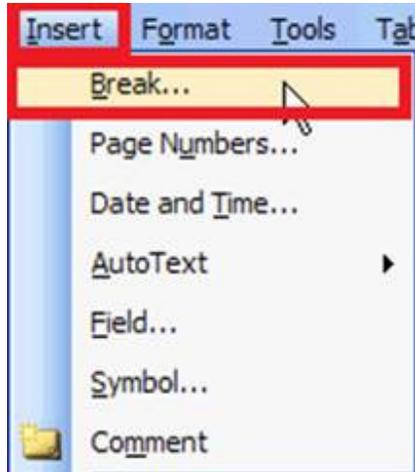
1. Select the paragraph that you want to prevent from breaking onto two pages.

2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.

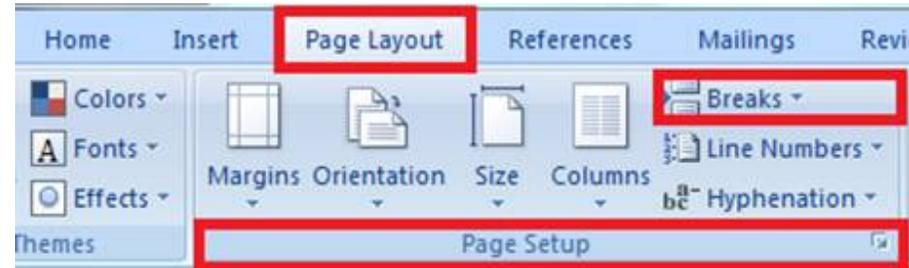
3. Select the **Keep lines together** checkbox.

Page Break 

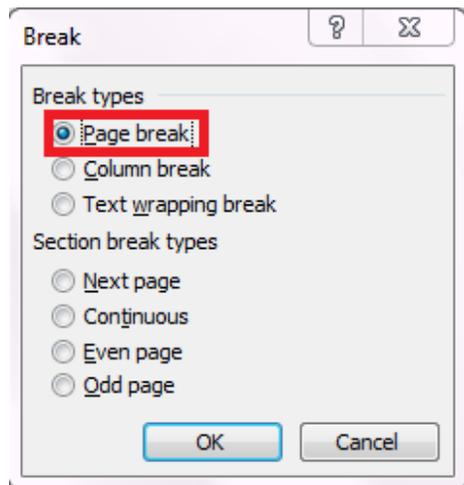
3. On the menu bar, click **I**nsert > **B**reak...



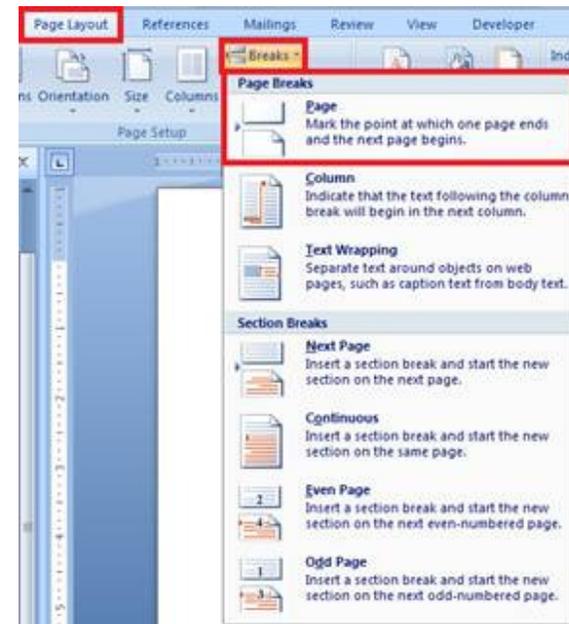
3. On the **P**age Layout tab, in the **P**age Setup group, click **B**reaks.



4. **B**reak pop-up window will be displayed. Select the **P**age break in the **B**reak Types and click **O**K.



4. In the **P**age Breaks group, click **P**age.



Before

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

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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 **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.

After

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 **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.

NOTE: You may also use **Ctrl + Enter** as shortcut to insert a page break.

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