PRODUCTIVITY

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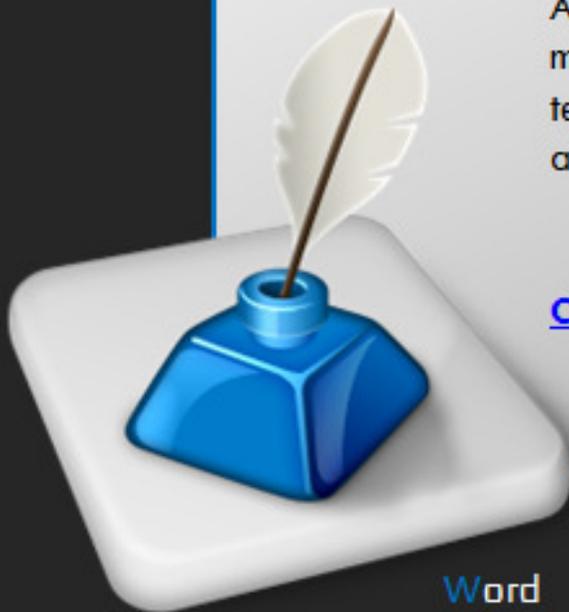
Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Word

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 ¶.
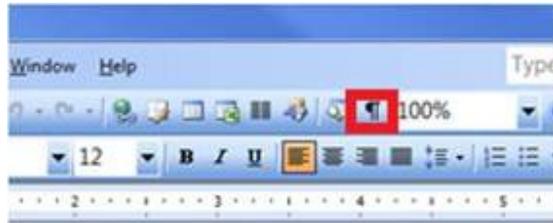
2. Position the cursor where you wish to insert the page break.

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** check box.¶
———— Page Break ————¶

3. On the menu bar, click **Insert** > **Break...** 	**3.** On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
4. **Break** pop-up window will be displayed. Select the **Page break** in the **Break Types** and click **OK**. 	**4.** In the **Page Breaks** group, click **Page**.
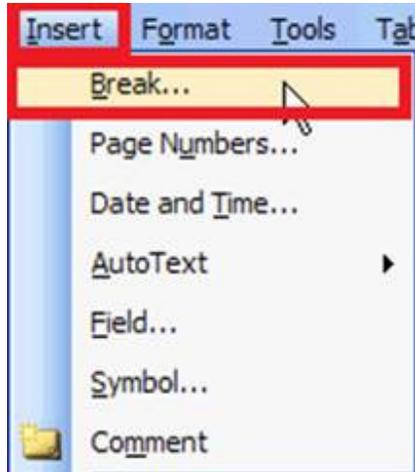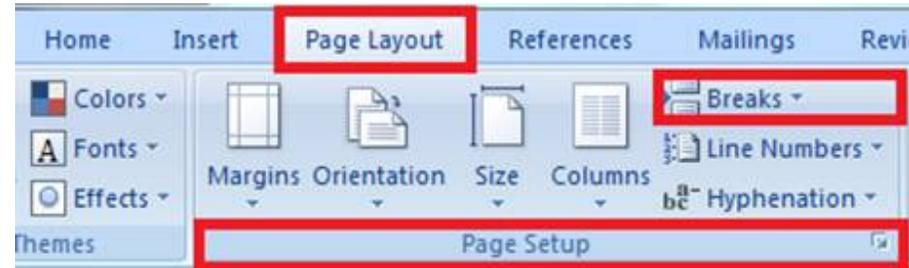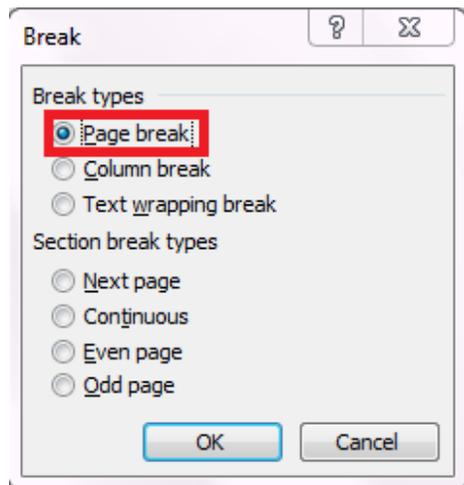
Before	After

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